

# **The Sharjah American International School**



## **SAIS Student & Parent Handbook 2021 - 22**

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## **Message from the Directors**

Welcome to Sharjah American International School (SAIS). We are pleased that you have chosen SAIS to be your school. We hope that this will be the beginning of an exciting new way of learning and discovering new ideas about the world. We wish you a successful and happy year.

This Student & Parent Handbook is intended to introduce the student to policies and procedures regarding discipline, classroom behavior, attendance policy, uniform policy, playground policies and other issues important for the smooth communication between parents, students and the staff. All these rules are outlined as clearly as possible. The rules are intended to ensure the students' safety and well-being, as well as ensure the smooth operation of the school. We expect the students (with the help of their parent (s)/ guardian) to understand them and abide by them.

This handbook is intended for the benefit of both the parents and their children. We encourage the parents to read these outlines with their children and make sure they understand and follow them all the time.

## Introduction

Welcome to the Sharjah American International School. This handbook has been prepared to provide both parents and students with information which will help them understand S.A.I.S. and take advantage of the opportunities it offers.

The Sharjah American International School (Sharjah Dubai, Abu Dhabi & Umm Al Quwain) serves the educational needs of students in the Sharjah, Dubai, Umm Al Quwain and Ajman areas.

The Sharjah branch of S.A.I.S. was opened in 1997; the Dubai branch opened in 2005, Umm Al Quwain branch opened in 2014 and Abu Dhabi Branch in 2015. The Sharjah American International School group is owned by two directors, Dr. Fawaz and Dr. Aisha both of whom have long and distinguished careers in education in the United Arab Emirates.

The Sharjah American International Schools are known for nurturing a supportive community, dedicated to providing an excellent education which integrates western standards with the Arabic culture and Islamic values. The schools are staffed by caring and qualified professional teachers who work together to achieve the declared aims in our mission and philosophy statements.

Our campuses are purpose built to offer academic buildings with all amenities and facilities for a first class education. The schools offer a broad based American curriculum with American books and supporting materials. The Sharjah American International School is accredited by AdvancEd, an internationally recognized American accrediting body. Our students sit the TOEFL, SAT, EmSat and AP tests and upon graduation go to universities in many countries around the world. Please visit our website at: [www.saisuaq.com](http://www.saisuaq.com)

The Sharjah American International Schools are structured in the following way; a Kindergarten School KG1 – KG2, an Elementary School (Grade 1 – Grade 4), middle school (Grades 5 - 8) and the girls and boys secondary schools (Grades 9 - 12). Each campus has a principal who is responsible for implementing the policies and procedures as outlined for the governance of the learning/teaching environment at a Sharjah American International School. A designated member of the Senior Management Committee (SMC) for each school is responsible for the day to day running of a section.

The schools are affiliated with the Ministry of Education and as such are governed by the policy and procedures outlined for Private schools in the Emirates. Students of both genders may study together until fourth grade. From fifth grade onwards, the genders are separated for study and all other activities organized for students at the school. Teachers of both genders however, may teach both boys and girls.

A positive behavior management plan ensures the Sharjah American International School's are an emotionally and physically safe place for children, parents and staff.

We invite you to take advantage of our outstanding learning programs, our multi-cultural environment, our talented staff and great facilities.

This booklet provides information for both students and parents. If there is any further information you require, please do not hesitate to contact either branch of the school. We trust that your association with the Sharjah American International Schools will be a positive and rewarding one.

## **Statement of Mission, Vision and Philosophy**

### **The Sharjah American International School:**

Draws its teaching and student population both internationally and locally.

#### **Our Curriculum**

- We offer an American based curriculum for students aged three to eighteen
- SAT, TEOFL, EmSat and AP qualifications for senior secondary students who wish to choose these options

#### **Our Mission**

The mission of Sharjah American International Schools is to provide a Western education within a context that respects local traditions, to encourage academic excellence, to implement an inclusive learning environment that accepts students of all ability levels and provide for their needs, and to build responsible personalities that embrace 21<sup>st</sup> century learning skills and show interest in the important issues of the global community.

#### **Our Vision**

Our vision is to create an open, collaborative school community that fosters the growth of responsible, confident, productive, and critical thinkers who are interested in the issues of their local and global communities and able to respond to different challenges.

#### **Our Philosophy**

Sharjah American International School provides an American-based curriculum within the framework of traditional Islamic values. It is SAIS's overriding belief that students learn to their optimum in a caring, nurturing environment which recognizes the importance of the local culture and traditions. We believe a child's education is served best when his/her individual needs are met within a challenging and comprehensive curriculum. We must have as our primary purpose the developing of responsible and well-rounded bilingual students who will be able to meet the challenges of the 21<sup>st</sup> century with confidence and anticipation.

We also recognize that a modern school program must be grounded in sound and current education practice. To this end, we believe that staff development is an

integral part of our school's success. We believe that children learn differently and that instruction must be geared to the various learning styles in each classroom wherever possible. Also, we recognize the importance of the parent in the learning process and seek ways to involve the parent in school life. Above all, we believe that school should be a satisfying and enriching experience for each child.

**We work towards supporting our philosophy through:**

- Aiming to fulfil the National Agenda 2021
- Aiming for high standards of achievement and performance
- Using a more developmental student-centered teaching approach
- A constructivist approach to learning and understanding based on the development of critical and creative thinking skills
- Independent learning skills and self-reflection in the learning process
- Constructive feedback to learning
- Nurturing a sense of high self esteem, personal integrity, and a respectful, caring attitude towards others
- Developing intercultural understanding, respect and appreciation for people from different cultures
- Solving problems within the context of fairness and mutual values
- Nurturing a sense of responsibility towards the environment
- Teaching the principles of healthy living and encouraging participation in physical activity

**Our Curriculum Goals**

General goals of the curriculum include but are not limited to the following:

Students:

- Are independent learners
- Should be able to solve problems
- Should be able to analyze and synthesize knowledge
- Be creative, imaginative thinkers
- Be independent, responsible citizens
- Should have good collaborative skills
- Should have a strong foundation in traditional subject areas
- Should possess good speaking, writing, reading and listening skills
- Should develop artistic appreciation
- Should engage in disciplined work habits
- Should recognize values and underlying biases
- Should respect honest differences of opinion and celebrate diversity
- Should understand and practice healthy habits
- Should develop a post secondary educational plan

## **Attendance and Punctuality:**

### **Address changes**

Please inform the school office immediately if you are moving to a new address, have a new/additional telephone number or new email address.

### **Absences**

Please contact the school office as soon as possible if your child is absent, giving us as many details as possible - i.e. how long you expect your child to be absent, whether their illness is contagious, or whether we should be aware of any underlying problems that might affect your child's return to school. We will ensure that, should we not hear from you about an absence, you are contacted about your child's absence if no explanation has been forthcoming after two school days.

Students are responsible for completing all assignments and work covered in their absence. In case of extended absence, the parent should contact the class teacher / homeroom teacher to arrange assignments.

Please note that should a student be absent for 20-25 days over the course of a school year, they are not permitted (under Ministry of Education guidelines) to be promoted to the next grade level. If the student is absent for two sequential days, the school must be notified.

### **The School Day**

The school day begins for all students at 7:30am and ends for Grades Kindergarten 1 – Kindergarten 2 at 1:10pm and Grades 1 - 12 at 2:30pm.

The school day is divided into 8 periods of around 40 minutes duration. The schedule is structured in such a way that it allows for movement of both students and teachers between classes without loss of instructional time. Morning and lunch breaks are 30 minutes and 40 minutes respectively and are staggered to ensure that students at each of the sections (elementary, middle and secondary) have adequate time to buy from the cafeteria, eat and enjoy the company of their friends.

### **Late Slip**

Students arriving at school after the start of the day's first period (7:45am) must collect a late slip from Reception and pass it to the teacher before being permitted to take part in class. Please be aware of the following:

Students may be late to class ONLY six times over the course of a term. Students will be warned after three "lates" and again after five "lates". Parents are notified when a student arrives late more than three times. Just note that for every lateness

four marks will be deducted from his behavior score.

Students arriving after 8:30am are sent home and marked absent for the day.

The School wishes to underscore the value of every minute of learning offered across the curriculum and the need to instill the value of punctuality in young students.

### **Exiting the School during the school day:**

In case the student needs to exit the school during the day, please send a letter to your child's class or homeroom teacher or contact the relevant administrator with the details of the appointment and the time the student needs to leave the school. The student must still obtain a **blue slip** from the Section Coordinator or Principal before they are permitted to leave the school grounds. Security will request this as the student exits the school.

### **Students' Drop off and Pick up**

Please make sure that you drop off your children no earlier than 7:15am and pick them up no later than 2:45pm. Students arriving late will have to report to Reception Desk for a **Late Slip** and students staying late will wait with the school's security personnel. Please be advised that students are NOT PERMITTED to leave the grounds of the school to walk to a parked car. Parents/ guardians, drivers and maids must collect students from INSIDE the school's gates. This is a matter of security and safety. Boys should be collected from the right hand entrance to the school and girls at the left hand entrance.

Students may not exit the school from the main entrance. They MUST use either the boys or girls entrances for entering and exiting the school. Adults collecting students at the end of a day SHOULD NOT assume that they may exit from the main entrance.

**\*\*Adults collecting lower elementary students at 2:30pm should not wait in the corridors outside classrooms. This causes congestion and is a safety and security risk.**

- Pupils are expected to attend school on each day SAIS is open.
- Pupils are expected to enter and exit the school using the assigned gate designated for their entrance and exit.
- All pupils can attend prayers daily only when they are able to do so.
- Pupils are expected to attend lessons on time and come prepared with necessary materials.
- Leave of absence will only be granted in case of an emergency. Request for leave of absence should be made in writing to the Coordinators and/or Principal.

## **Vacations during School Time**

The administration and faculty of SAIS discourage family or personal holidays that result in extended periods away from classes for the student. Following are some points to consider:

- Extended holidays for a student are the responsibility of the parents; permission may be requested from the Principal of SAIS.
- If such absence is necessary the student is responsible for all missed work.
- During such absences, it is important that the student plan and work ahead in order to minimize the effect of the absence.
- Faculty members are not required to give make-up tests under these circumstances; however, every consideration will be given to a student in the event of a compassionate leave.

## **Discipline-Code of Conduct**

**A school is a place that promotes responsibility, respect, civility and academic excellence in a healthy learning and teaching environment.**

All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. Therefore, all members of the school community are accountable for actions which can hinder safety of one self or others in any way.

For an institution to run smoothly and to enable pupils to fulfil the aim above there has to be a set of rules that all members of the community adhere to. These rules are embodied in the Code of Conduct detailed below.

The Sharjah American International School sets clear standards of behavior. In addition, it specifies the mandatory consequences for student actions that do not comply with these standards.

Pupils are to be treated with respect and dignity. It is therefore necessary to ensure that students, parents and staff are aware of the rights and responsibilities we share as a school community:

### **Rights**

- Students have the right to learn and to work to the best of their ability;
- Students have the right to be in a safe and secure environment;
- Students have the right to be treated as individuals;
- Students have the right to be treated fairly and with respect;
- Students have the right to good teaching;

- Students have the right to be heard on all matters concerning their education and welfare.

In return, they must demonstrate respect for themselves and others through acceptable behavior. Respect and responsibility are demonstrated in the following:

### **Behavior**

- Pupils should follow the established rules and take responsibility for their own actions;
- Pupils must show respect for themselves, for others and for those in authority;
- Pupils must refrain from bringing anything to school that may compromise the safety of others;
- Pupils should follow instructions given to them by members of staff;
- Pupils must limit their play in the playground to friendly and un-provocative levels;
- Pupils seek staff assistance, if necessary, to resolve conflict peacefully;
- Pupils must not leave the classroom without permission;
- Pupils should not enter any room unless a teacher is present and they are given permission to enter;
- Pupils must behave in an exemplary manner during school visits;
- Pupils must come to school prepared, on time and ready to learn;
- Pupils should walk and act responsibly in corridors and on stairs.
- Students must respect the rights of other people in the school, including their spiritual and cultural beliefs;
- Students must not bring mobile phones, expensive items or large sums of money to school at any time;
- Students must not steal or cheat;
- Students must not possess or use drugs, alcohol, cigarettes, and mind-altering substances in school, on school excursions or at school activities at any time. This includes travel to and from school;
- Students must complete set homework, as this is a part of the academic program;
- Students must not enter the foyer of the school's main entrance unless they have a pass from the Section Coordinator;
- Students must not bring correction fluid or chewing gum to school.

### **Online Behaviors**

- **The Online class is an official session in which the instructions that apply to the normal class setting also apply; therefore pupils you must ensure:**
  - **That the call is ready before the session ahead of time.**
  - **Not to exchange inappropriate words.**
  - **Commitment to maintaining the laptop.**
  - **Knowing the schedule and times of online classes.**
  - **Adhere to modest dressing.**
  - **Sit in a place suitable for learning.**
  - **No eating or drinking during class.**
  - **Prepare the book and notebook and have the necessary stationary ready at hand.**

- **Respect the teacher and not disturb the class.**
- **Not to leave the class during the lesson.**
- **Interact with tasks and ensure positive participation.**
- **Not to prejudice any student presentation presented by the teacher.**
- **Full commitment with the teacher throughout the class period.**
- **Feel free to interact with the teacher and ask questions in the event of any inquiries.**
- **Be aware that all conversations are recorded.**
- **Communicate with fellow students within the scope of the educational process only.**
- **Private recording of online classes is prohibited, as this will expose you to legal liability.**

## **Uniform**

- Full school uniform should be correctly worn to and from school.
- Students should have appropriate clothing required for Physical Education.
- Students are expected to bring a note from parents explaining the absence of any item of uniform.
- Students are not allowed to wear jewelry other than one pair of plain stud earrings for girls. Any other item of jewelry should not be visible.
- Make-up is not permitted.
- Hair must not be dyed unnatural colors.
  
- Hair must be kept clean and tidy. For boys; hair must not be grown longer than the shirt collar.

## **Property**

All pupils are expected to:

- Have respect for all property belonging to Sharjah American Int. School;
- Have respect for the property of their fellow pupils;
- Handle all equipment, books and other materials in a proper and safe manner;
- Listen carefully to and follow all instructions given to them regarding the handling of equipment;
- Keep their classrooms and other areas of the school tidy and free from litter;
- Place all litter in the receptacles provided;
- Ensure that their personal equipment and clothing is clearly labelled with their name.

## **Eating and Drinking**

All pupils will ensure that:

- All food and drink is consumed in the cafeteria or other areas designated for such purposes;
- They do not eat or drink in any other area and understand that any snack, food or drink found in their possession will be confiscated;
- When eating in the cafeteria they clear all litter and rubbish from their place and put it in the receptacle provided;
- While in the cafeteria they have their meal in a responsible and polite manner.

## **Valuables**

Pupils must ensure that:

- They do not bring valuable items or cash into school. If they have no alternative then such items should be handed in for safe keeping during the day;
- Mobile telephones are banned and if a pupil must carry the mobile for safety reason, it should be kept in the Section Coordinator's office.

SAIS cannot take responsibility for the loss of any valuable items brought to school.

## **Banned Materials**

Pupils are forbidden to bring the following items to school:

- Any item that could be used as an offensive weapon
- All smoking materials, matches and lighters
- Any illegal substance
- Personal stereos, computer game players ad games, **mobile phones** and pagers
- Laser pointers
- Fireworks
- Correction fluid
- Makeup for girls.

Pupils who do not follow the code of conduct could expect consequences.

## **The Points Behavioral System**

The Points behavioral System is designed to be fair in that it avoids subjective appraisal of an individual student's behavior by a teacher and factors in overall student behavior in the school; both inside and outside the classroom. The System aims to encourage students to be self-disciplined, to be motivated and rewarded when they work toward improving behavior and to reward those students who routinely behave well in school.

### ***How does it work?***

The Points Behavior System is controlled by administration and is linked directly to a students overall percentile ranking. Students are given a "bank" of points (100) at the beginning of each school term. Any student who obeys all school rules will expect to retain all 100 points and will receive the full 5% for Behavior on their school report.

Numbers of points are deducted for infractions of school rules depending on the severity of the violation.

<b>Behavioral Infraction</b>	<b>Upon committing the violation</b>	<b>When repeated for the first time</b>	<b>When repeated for the second time</b>	<b>When repeated for the third time</b>
Uniform Violation  First degree offense (simple offense)	1. Verbal warning and directions. 2. Documenting the offense and the action taken.	1. Written warning and documenting the offense. 2. Informing the guardian in writing	<b>Deducted Marks (2)</b>	<b>Deducted Marks (4)</b>
Lateness to School  First degree offense (simple offense)	1. Verbal warning and directions. 2. Documenting the offense and the action taken	1. Written warning and documenting the offense. 2. Informing the guardian in writing	<b>Deducted Marks (2)</b>	<b>Deducted Marks (4)</b>
Skipping Class  Second degree (medium severity offense)	<b>1. eWarning</b>	<b>Deducted Marks (4)</b>	<b>Deducted Marks (8)</b>	Behavior Committee Decision
Late to Class  First degree offense (simple offense)	1. Verbal warning and directions. 2. Documenting the offense and the action taken	1. Written warning and documenting the offense. 2. Informing the guardian in writing	<b>Deducted Marks (2)</b>	<b>Deducted Marks (4)</b>
Absence (no excuse)Second degree (medium severity offense)	<b>2. eWarning</b>	<b>Deducted Marks (4)</b>	<b>Deducted Marks (8)</b>	Behavior Committee Decision
Inappropriate Language Second degree (medium severity offenses)	<b>3. eWarning</b>	<b>Deducted Marks (4)</b>	<b>Deducted Marks (8)</b>	Behavior Committee Decision
Cyberbullying and bullying in general	<b>Deducted Marks (12)</b>	<b>Deducted Marks (12)</b>	Behavior Committee Decision	Behavior Committee Decision

## Students' Online Infraction List

Description of Violation	Degree of Violation	Upon committing the violation	When repeated for the first time	When repeated for the second time	When repeated for the third time
Creating quarrels between students before or after the online session.	2nd degree Violation	1. e-Warning	<b>Deducted Marks (4)</b>	<b>Deducted Marks (8)</b>	Behavior Committee Decision
Audio and video communication after the end of the official class time with the rest of the students, whether inside or outside the school For non-educational purposes.	2nd degree violation	1. e-Warning	<b>Deducted Marks (4)</b>	<b>Deducted Marks (8)</b>	Behavior Committee Decision
The use of profanity, racist expressions, or other words (text, voice or hint) may be offensive to any other user.	2nd degree violation	1. e-Warning	<b>Deducted Marks (4)</b>	<b>Deducted Marks (8)</b>	Behavior Committee Decision
Cyberbullying of all kinds and forms. Intentional extortion via any digital platform.	2nd degree violation	1. e-Warning	<b>Deducted Marks (4)</b>	<b>Deducted Marks (8)</b>	Behavior Committee Decision
Attempting to defame colleagues and school staff on social media and abuse them across the digital world.	2nd degree violation	1. e-Warning	<b>Deducted Marks (4)</b>	<b>Deducted Marks (8)</b>	Behavior Committee Decision
To subscribe to unofficial mailing lists and newsletters within the distance learning initiative; publish information about teachers and students without permission.	2nd degree violation	1. e-Warning	<b>Deducted Marks (4)</b>	<b>Deducted Marks (8)</b>	Behavior Committee Decision
Provide personal information about another student, including home address and phone number.	3rd degree violation	1. e-Warning	Deducted Marks (12)	Deducted Marks (12)	Behavior Committee Decision
Removing the teacher or students from the group, which leads to obstruction of the course of the lesson, the work of the teacher, the rights of other students and damage to the digital content.	3rd degree violation	1. e-Warning	Deducted Marks (12)	Deducted Marks (12)	Behavior Committee Decision
Misuse of e-mail or social media to disclose information of a personal nature.	3rd degree violation	1. e-Warning	Deducted Marks (12)	Deducted Marks (12)	Behavior Committee Decision
Impersonation (Identity Theft) of others in school transactions, or forging school documents	3rd degree violation	1. e-Warning	Deducted Marks (12)	Deducted Marks (12)	Behavior Committee Decision
Searching for information, obtaining specific copies, or modifying files and data, or passwords belonging to other users of the digital world	3rd degree violation	1. e-Warning	Deducted Marks (12)	Deducted Marks (12)	Behavior Committee Decision
Logging in and using the account of a teacher or another student with or without his knowledge, through digital programs	3rd degree violation	1. e-Warning	Deducted Marks (12)	Deducted Marks (12)	Behavior Committee Decision
Photographing, possessing, publishing and circulating pictures of school employees and students without their permission	3rd degree violation	1. e-Warning	Deducted Marks (12)	Deducted Marks (12)	Behavior Committee Decision

Sharing photos or any information about any of the students, parents, employees, or anyone else without obtaining their explicit consent	3rd degree violation	1. e-Warning	Deducted Marks (12)	Deducted Marks (12)	Behavior Committee Decision
Using educational content in filming and recording conversations between students and publishing them without prior permission	3rd degree violation	1. e-Warning	Deducted Marks (12)	Deducted Marks (12)	Behavior Committee Decision
Use the means of communication or social media for legal or unethical purposes, or in relation to the educational institution, its employees, or others	3rd degree violation	1. e-Warning	Deducted Marks (12)	Deducted Marks (12)	Behavior Committee Decision
Create or open hyperlinks or any attached files, unless they are sent from a trusted source	4th degree violation	Fail in behavior			
The use of montage programs that can produce real and fake content that is circulated on social media	4th degree violation	Fail in behavior			
Using the Internet to develop programs that annoy users, or to penetrate or destroy other people's accounts and devices	4th degree violation	Fail in behavior			
Spreading, creating or exchanging malicious or suspicious software or promoting it, or causing the suspension or disruption of the distance learning program or destruction of its contents	4th degree violation	Fail in behavior			
Using the personal account of the student by others and entering his account number illegally	4th degree violation	Fail in behavior			
Bringing, possessing, displaying and promoting unlicensed material, informational or electronic materials that are contrary to values, morals and public order	4th degree violation	Fail in behavior			
Using the network to access pornography and text files with inappropriate content	4th degree violation	Fail in behavior			
Leaking exam questions or participating in it in any way	4th degree violation	Fail in behavior			
Cheating in online exams of all kinds and in any normal or technical way	4th degree violation	Fail in behavior			
Transferring exams or assignments solutions in all ways and means	4th degree violation	Fail in behavior			
Exposure to insulting the political, religious or social symbols of the Country	4th degree violation	Fail in behavior			
Create, transmit, display, publish or share any material that may harm the reputation of the United Arab Emirates through the digital network	4th degree violation	Fail in behavior			
Broadcasting or promoting extremist, blasphemous, or offensive ideas and beliefs to the political and social systems of society through the digital network	4th degree violation	Fail in behavior			

Posting any hate speech, successive messages, harassment, racist statements and other racist behaviors	4th degree violation	Fail in behavior			
Misuse of electronic devices and the powers available through the (Microsoft-Teams) program	4th degree violation	Fail in behavior			
Misuse of any means of communication or installing or downloading programs or products that are likely to cause damage to the network	4th degree violation	Fail in behavior			

### ***Points Can Be Redeemed!***

Students will be given the option of redeeming deducted points by taking part in a Community Service Program. Points will be redeemed depending on the type and duration of the community service undertaken. The Community Service Program will be closely monitored by a senior staff member and points may only be redeemed through this person. No other staff member can reallocate points for students.

### **Community Service Activities**

Library duties, Recycling duties, School improvement duties, Office duties, Classroom duties, other duties as prescribed.

**The number of points redeemed is at the discretion of the Community Service Program organizer.**

The school recognizes and emphasizes good behavior, hard work and effort whilst being supported by the deduction of 'points' should a student fall below the expected standards. Parents will be informed at an early stage if a behavioral problem exists.

*For the most serious or persistent neglect of school expectations, permanent expulsion of a student or non-renewal of registration will be recommended by the Principal to the Directors.*

### **Honor Roll and Teachers Choice Awards**

The Honor Roll recognizes outstanding achievement. Students who score an average of 90% over all subjects are rewarded by being named on the Honor Roll for the Term.

Teachers Choice Awards recognize those students who demonstrate excellent effort, progress and participation across all subjects for the Term.

*Students also routinely receive awards in assemblies for outstanding contributions to the Sciences, Arts and to Sports at SAIS. All awards are distributed during scheduled assemblies.*

### **Academic Probation**

Students making poor academic progress may be placed on Academic Probation. Academic Probation will last for a time period specified by the Principal or Coordinator and may involve weekly progress reports to be signed by parents, teachers and in some cases, the Section Coordinator.

## **Transcripts and Academic Records**

When a student withdraws from SAIS, he or she will receive a Certificate of Attendance. This certificate, coupled with the regularly issued progress reports, will enable the student to transfer to most schools.

Please allow adequate time as transcripts may take a few days to complete.

## **School Social Events**

School sponsored events must have the prior approval of the Senior Management Committee (SMC). Students attending school social events outside school hours must be properly attired in school uniform and when requested, be accompanied by a parent or parents. Students attending must conform to the rules of such events. Failure to do so may mean a student is asked to leave the event and return home.

## **Homework**

Homework is an essential part of the academic program in the school and it is required of all students with the exception perhaps of very young students. In addition to reinforcing the skills the student has been exposed to in the classroom, homework provides the student with time for internalization and reflection on classroom work.

It is the responsibility of students to maintain a homework diary (Handbook and Agenda). Parents are advised to regularly view their child's homework diary and should make an appointment to see the relevant staff member if they have any concerns regarding homework.

## **School Report Cards**

School Reports are sent home to parents at the end of each school term (three times per year). They effectively inform parents of a child's academic progress. The school is subject to the policies and procedures of the Ministry of Education which pertain to private schools. Examinations (or another form of assessment) must be organized for students at the end of each trimester. The results of these are recorded as a grade and percentile.

Copies of these report cards are kept as official student records in the school's office.

## **Parent-Teacher Interviews**

Following each reporting period, the school organizes Parent-Teacher interviews. Parents are informed ahead of time and dates are posted on the Academic Calendar. It is strongly advised that all parents attend these meetings in the interests of overall student learning and performance.

## **Textbooks and Other School Supplies**

The schools supply most items used by students including stationery, textbooks and specialist requirements. The Main Office will issue textbooks at the beginning of the Academic year to all students (including students joining at a later date). Textbooks are the students' responsibility and must be replaced or paid for if lost.

It is vitally important that students have available all required equipment to ensure their full participation in lessons. All students are free to purchase their own personal items such as a pencil case, pencils, pens, erasers, rulers etc. As with school uniforms, it is important to label all items.

## **Lockers**

School lockers are the property of the school and are made available to all students on loan basis as of September. During the course of the year, lockers are available on a first-come-first served basis. School administration has the right to [www.saisuae.com](http://www.saisuae.com) search a student locker if they suspect any wrongdoing on the part of the student.

Lockers are not to be damaged in any way. A final locker clear-out day is announced each June and should be vacated no later than the announced date.

## **Parent Monthly Newsletter**

Important information for parents and reports on activities and events that have happened during the month goes home with students at the end of each month. A copy of the Newsletter is uploaded onto the school's website. Contributions by senior managers are routinely part of this publication.

## **Special Events**

There are a number of special events at the school throughout the year. Some are advertised well in advance and others emerge as the year progresses. Annual events such as the Book Fair are scheduled on the Academic Calendar. From time to time however, there is a need for the dates of special events to be changed. Adequate notice is given to parents in a newsletter sent home with students.

## **School's Website**

The School has an official website: [www.saisuaq.com](http://www.saisuaq.com). This website serves to provide information for visitors.

The School makes use of a Portal accessible through the official website to communicate with parents.

## **Assemblies**

Classroom and Homerooms host one assembly each year. These are scheduled in advance on the school academic calendar.

## **Extracurricular Activities/ Remedial Classes**

At the Sharjah American International School we believe in the development of the whole person. To this end we are providing as many opportunities as possible for our students to develop their talents and strengths. Many of these opportunities are found in the classroom, but a large number will also be generated through activities that take place outside the classroom. All of our students are encouraged to engage in extracurricular activities which will provide them with the opportunities to challenge and expand their creative energy.

## **Field Trip Guidelines**

Participants in the school-organized trips are representatives of the school at all times. Therefore, they are expected to abide by the school rules, to follow appropriate standard behaviour and appearance and to demonstrate concern for the well being of others. Field trips are paid for by students. Inappropriate behavior could result in the student being sent back to school to be collected by parents.

Students are asked to wear school uniform on school sponsored trips unless permission is granted by the Principal to do otherwise.

All trips are accompanied by staff members. A Field Trip Policy and Procedures provides guidelines for staff members on the conditions under which they can take students out of school for day and overnight trips.

## **Physical Education**

The PE dept. aims to provide opportunities to develop to the full the individual talent, ability and capacity of each child and help their personal and social development. As well as active participation in curriculum lessons, each individual will be encouraged to include a balance of physical activity in leisure time pursuits during their school life to continue into and throughout adult life.

Students are expected to change into their PE uniform every PE lesson. These should be taken home and regularly laundered.

The gymnasium is a shared facility at SAIS and is much in demand. Girls and boys PE classes are not scheduled to use the gymnasium at the same time. A female PE teacher takes middle and senior female students for PE.

## **Homeroom Teachers**

A homeroom teacher is responsible for the pastoral care of students assigned to them at middle and high school level. Classroom teachers are responsible for the pastoral care of students in elementary grades.

## **Fire Drill**

The Sharjah American International School- Umm Al Quwain building is fitted with a fire alarm system. Fire drills and evacuation exercises are carried out throughout the year to familiarize the students with procedures and escape exits. Instructions for fire drills are posted in each classroom. Parents visiting the school should also be familiar with fire procedures which are clearly posted around the school.

- When the alarm is sounded, students should close windows and leave the building in an orderly fashion using the designated exit
- The last student to leave the classroom should close the door tightly behind him/her
- After leaving the building, students must report to the designated assembly point for an attendance check and remain there until dismissed by a faculty member
- Emphasis is placed on silence, order and strict observance of the rules. By adhering to these principles, the chances for safety are greater. No student has the right to endanger the lives of others
- Any student deliberately setting off the fire alarm or a fire extinguisher as a prank will be suspended immediately

## **Lunch**

- The Sharjah American International School provides nutritious food options for student lunches from each of its two cafeterias. The School uses a highly reputable restaurant to provide cafeteria food. Students pay with cash.
- The Sharjah American International School requires students to eat their lunch in an orderly manner. Lunches and break times are staggered to ensure a safe and timely service.
- Cafeterias should be kept in a clean and in neat state.
- Both school cafeterias are air-conditioned.
- Water is provided to students through the cafeteria.

## **Nurse**

A student who needs medical attendance should get excused from class to go to the school nurse. Where medical attention is required beyond the scope of our trained and qualified nurses, arrangements will be made to take a student to the nearest hospital. Parents will be contacted immediately.

## School Bus: Door to Door Service

The school operates a number of buses with door-to-door service, both in the morning and afternoon. School buses are also used for school excursions and travel to sporting events. Bus places are keenly sought and must be prepaid. Parents wishing to secure a bus place should contact the school office. Students riding on school buses are governed by the same rules and regulations regarding behavior they are subject to while at school.

In addition they should adhere to the following rules to make their bus journey a safe and pleasant one;

- Students must sit in their seats and not move around the bus once it is in motion.
- Students should be courteous in their behavior both to each other, their driver and bus monitor.
- Food and drink should not be consumed on the bus.
- Students should not draw attention to themselves once the bus is in motion unless and emergency calls for that.
- Games, mobile phones or any other form of electronic devices are not to be used on the bus.
- Cussing in any language is strictly not permitted and will be treated seriously by administration.

Students who do not follow the above rules will be warned once; if their behaviour does not improve, parents will be informed and the privilege of travelling on the bus withdrawn.

## Internet Use Agreement

Students are not permitted to bring computer software to school without written permission from the Head of Department- Computing. Any student who installs computer software without authority will be automatically suspended from school.

- Students are required to sign a computer network agreement and adhere to the network etiquette stated in the following network agreement.
- .....  
(print name) wish to access The Sharjah American International School computer network for the internet, as well as other information services.
- I understand that my use of the School’s computer network is a privilege and that, if I break this agreement, my privilege to use the network may be restricted or taken away, and I may face penalties within the School or the laws of our country. In order to access the network, I must have proper permission from a teacher in my school and be properly supervised.

I understand that unacceptable use of the computer network includes the following:

- Loading, sending, accessing or filing any material that breaks any laws or regulations, including any copyright and trade laws.
- Loading, sending, accessing or filing any obscene or threatening material either written or in picture form, including but not limited to information that contains or promotes pornography, racial supremacy, hatred of people, or violation of human rights.
- Using the network without permission for commercial or profit, including advertising or political lobbying.
- Loading or downloading any software programs onto school computers or onto the network without permission from the system manager.
- I understand that the Sharjah American International School may access and view any material on my account or in my files on the network equipment.
- I understand that if I access unacceptable material, which may happen unintentionally, I am to leave that site or file immediately and report to the Head of Department-Computing, and/or Section Coordinator.
- I agree to follow network etiquette as follows:
  - Use only language that is appropriate to a classroom or other professional setting. Do not swear, use vulgarities, or other inappropriate language.
  - Do not reveal your password, personal address or telephone number, or those of pupils or colleagues if you know them.
  - Network accounts are to be used only by the authorised owner of the account.
  - Treat others' data with respect. Do not attempt to modify or harm the data of another user.
  - Use your electronic mail with care, it is not necessarily private. People who operate the system do have access to mail files.
  - Use the network to access only authorised networks or computer systems.
  - Use the network in such a way that it will not disrupt the use of the network by other users, including any intentional waste of supplies or damage to hardware or software.
  - Illegal activities are strictly forbidden.
  - All communications and information accessible via the network should be assumed to be private property.

## **Plagiarism**

Plagiarism is an extremely serious offence and at SAIS is defined as

- Using the ideas or work of another person and presenting them as your own
- Allowing another student to copy your work and present it as their own

Never leave your work until the last minute- plagiarism is a desperate act

Take notes in your own words

Write down your sources as you collect the information

Never copy and paste

Always cite your source (The Librarian and/or Head of Department-English will provide you with information on what the school expects here)

If you want to use the actual words of the source, use quotation marks

If you want to use the ideas of the source, paraphrase and give an in-text reference  
Never copy another student's work  
Never allow another student to copy your work

If a student has plagiarized a piece of work or knowingly passed on ones work to another student then the teacher has a right to refuse to grade the piece of work resulting in a zero.

## **Career Counselling Services**

*The tasks of the school counsellor include the following:*

Assisting students in their choices of school subjects  
Providing information and guidance concerning higher education and careers  
The school counsellor welcomes contact with parents, and appointments can be made through the school office. Advice is available on issues concerning academic progress, and further education or training.

Reference books, university brochures and career literature are available and are at the disposal of all students upon request.

SHARJAH AMERICAN INTERNATIONAL SCHOOL - UMM AL QUWAIN CAMPUS



ACADEMIC SCHOOL CALENDAR 2021-2022

		SU	M	T	W	TH	F	S	Important Dates	School Activities
Term 1	Aug-21	1	2	3	4	5	6	7	17 First working day for Administration/HODs 18 First working day for new/returning teachers 19-21 Orientation Week/Planning Days 22-26	29 Classes Begin - Grades 5-12 30 Classes Begin - Grades 1-4 31 Classes Begin - Grades KG1 & KG2
	Sep-21				1	2	3	4		
		5	6	7	8	9	10	11		
		12	13	14	15	16	17	18		
		19	20	21	22	23	24	25		
		26	27	28	29	30				
	Oct-21						1	2		
		3	4	5	6	7	8	9		
		10	11	12	13	14	15	16	10'-21' Mid-Terms	
		17	18	19	20	21	22	23		
	24	25	26	27	28	29	30	24 Day off for students		
	31									
Nov-21		1	2	3	4	5	6			
	7	8	9	10	11	12	13			
	14	15	16	17	18	19	20			
	21	22	23	24	25	26	27			
	28	29	30					30 Martyrs Day	25'-29' Term 1 Examinations	
Dec-21				1	2	3	4	1'-2' UAE National Day Holiday	5-9 Term 1 Examinations	
	5	6	7	8	9	10	11	9 Last day of Term 1		
	12	13	14	15	16	17	18	12 Winter Break starts for students		
	19	20	21	22	23	24	25	19 Winter Break starts for teachers		
	26	27	28	29	30	31		23 Winter Break starts for admin		
Jan-22							1			
	2	3	4	5	6	7	8	2 First Day of Term 2 for students, teachers, and admin		
	9	10	11	12	13	14	15			
	16	17	18	19	20	21	22			
	23	24	25	26	27	28	29			
	30	31								
Feb-22			1	2	3	4	5			
	6	7	8	9	10	11	12			
	13	14	15	16	17	18	19	30-10' Mid-Terms		
	20	21	22	23	24	25	26	13' Day off for students		
	27	28								
Mar-22			1	2	3	4	5			
	6	7	8	9	10	11	12			
	13	14	15	16	17	18	19	24 Last day of Term 2	15'-24' Term 2 Examinations	
	20	21	22	23	24	25	26	27 Spring Break begins for students		
	27	28	29	30	31					
Apr-22							1	2	Ramadan begins	
	3	4	5	6	7	8	9	3'-7' Spring Break for admin and teachers		
	10	11	12	13	14	15	16	10 First day of Term 3 for students, teachers, and admin		
	17	18	19	20	21	22	23			
	24	25	26	27	28	29	30			
May-22		1	2	3	4	5	6	7	1'-3' Eid Al Fitr holiday	
	8	9	10	11	12	13	14	4'-5' Days off for students		
	15	16	17	18	19	20	21			
	22	23	24	25	26	27	28	15-26' Mid-Terms		
	29	30	31					29 Day off for students		
Jun-22				1	2	3	4			
	5	6	7	8	9	10	11			
	12	13	14	15	16	17	18			
	19	20	21	22	23	24	25	30' 14'-23' Term 3 Examinations		
	26	27	28	29	30			27-3 Term 3 Project Presentations		
Jul-22						1	2	3 Last Day of Students		
	3	4	5	6	7	8	9	7 Last working day for teacher		
	10	11	12	13	14	15	16	14 Last working day for Administration/HODs		
	17	18	19	20	21	22	23			
	24	25	26	27	28	29	30			
	31									



Please Note: This calendar may be subject to change in accordance with the Islamic Calendar

- Holidays
- Exams
- Mid-Terms
- 5 Extra Days Off



مدرسة الشارقة الأمريكية الدولية  
Sharjah American International School

## SHARJAH AMERICAN INTERNATIONAL SCHOOL – UMM AL QUWAIN

### General E-Safety Policy

#### Scope of the Policy

This policy applies to all SAIS members (including staff, students, parents) who have access to and are users of school IT systems, both in and out of the school.

This policy is related to regulating the behavior of students when they are off the school site and empowering members of staff to impose disciplinary penalties for inappropriate behavior. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place inside or outside of the school but is linked to membership of the school.

The school will deal with such incidents within this policy and associated behavior and will, where known, inform parents / Caregivers of incidents of inappropriate e-safety behavior that take place out of school.

#### Roles and Responsibilities

The following section outlines the e-safety roles and responsibilities of individuals and groups within the school:

##### **Governors:**

Governors are responsible for the approval of the SAIS E-Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors receiving regular information about e-safety incidents and monitoring reports.

##### **Principal and Online Safety Group:**

- The principal has a duty of care for ensuring the e-safety of members of the school community
- The principal and another member of the Safety Committee should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff
- The principal is responsible for ensuring that the E-Safety Leader and other relevant staff

receivesuitable training to enable them to carry out their e-safety roles and to train other colleagues, as relevant

- The principal will ensure that there is a system in place to allow for monitoring and support of those inschool who carry out the internal e-safety monitoring role.

### **Online Safety Group: (Report to the principal)**

#### **1. Online Safety Officer Role and Responsibilities:**

- Work as the e-safety officer to effectively deliver the e-safety strategy across the school.
- Provide training and resources to staff and students, raising awareness of online safeguarding risks and preventative measures.
- Be aware of potential risks from new and emerging technologies and communicate these to key stakeholders, where appropriate.
- Act as the single point of contact for e-safety issues, liaising with multi-agency partners working with children, young people and other vulnerable people.
- Develop, maintain and quality assure policies and procedures relating to digital technologies and online safeguarding.
- Adhere to new ways of working, embracing change and utilizing new technology.
- Preserve a high degree of confidentiality in respect of customer and personnel information in accordance with the county council's data protection policy.
- Maintain and build good working relationships with colleagues, parents, and students to deliver the service to the required standards.
- Demonstrate awareness/understanding of equal opportunities and other people's behavioral, physical, social and welfare needs.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety.
- Develop an online safety programme for the wider community or to support other schools.
- . Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

#### **2. Students' Roles and Responsibilities:**

- Assist the Online Safety Officer in implementing the e-Safety strategy.
- Represent the section they belong to and report all problems to the Online Safety Officer.
- Communicate the Online Safety Group decisions/recommendations to the section of the school to

which they belong.

- Act as digital leaders to raise the awareness and lead others towards fostering an e-safe learning environment, actively participate in meetings and assemblies.
- Participate in mentoring programs for new peers to get acquainted with the school policies related to e-safety
- Support their peers in resolving e-safety issues and help them seek the help of the concerned school staff.

### I. **3. Teachers' Roles and Responsibilities:**

- Assist the Online Safety Officer in implementing the e-Safety strategy.
- Check whether their colleagues are reminding students of the Password Protection Policy.
- Participate in mentoring programs for new peers to get acquainted with the school policies related to e-safety
- Support their peers in resolving e-safety issues and help them seek the help of the concerned school staff.
- Collect all AUP and follow up with teachers and students who are late submitting the required documents.

### **4. Counselors' Roles and Responsibilities:**

- Assist the Online Safety Officer in implementing the e-Safety strategy.
- Schedule awareness campaigns with the help of the Safety Group members for students, parents, and staff.
- Invite Guest Speakers to discuss Online Safety issues.
- Analyze the Online Incidents Log and submit suggestions for training to Online Safety Officer and Principal
- Apply the sanctions for not respecting the Online Safety related Policies and inform the concerned school staff and parents.
- Hold individual meetings with newly registered students and parents to discuss the school policies and procedures related to e-safety.
- Clearly communicate and explain the school actions and sanctions for infraction of the school e-safe policies and procedures to all students, parents, and staff, through meetings, assemblies, and school website.

### **5. Parents' Role and Responsibilities:**

- Share the school e-safety strategy with all parents.

- Report parents' concerns to the Online Safety Officer and discuss them during the meetings
- Assist new parents and mentor them to become acquainted with the school e-safety policies and procedures.

## **6. IT Technician**

The IT Technician will ensure:

- That the school's technical infrastructure is secure and is not open to misuse or malicious attack
- That the school meets required e-safety technical requirements
- That users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed
- The filtering policy is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person
- That they keep up to date with e-safety technical information in order to effectively carry out their e-safety role and to inform and update others as relevant
- That the use of the network / internet / Virtual Learning Environment / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the principal

## **Teaching and Support Staff**

Are responsible for ensuring that:

- All Teachers have been trained on e-safety and cyberbullying.
- They have read, understood, and signed the Staff Acceptable Use Policy / Agreement
- They report any suspected misuse or problem to the Online Safety Leader or Principal
- All digital communications with students / parents should be on a professional level and only carried out using official school systems
- Students understand and follow the e-safety and acceptable use policies
- Students have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- They monitor the use of the student devices.
- In lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

### **Child Protection Officer (Principal) / Safeguarding Designated Safeguarding Lead**

Should be trained in e-safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from:

- Sharing of personal data
- Access to illegal / inappropriate materials
- Inappropriate on-line contact with adults / strangers
- Potential or actual incidents of grooming
- Cyber-bullying

#### **Students:**

- Attended awareness workshops on online safety.
- Are responsible for using the school digital technology systems in accordance with the Student Acceptable Use Policy
- Have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- Should understand the importance of adopting good e-safety practice when using digital technologies out of school and realize that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school

#### **Parents / Caregivers:**

Parents / Caregivers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website and information about national / local e-safety campaigns / literature. Parents and caregivers will be encouraged to support the school in promoting good e- safety practice and to follow guidelines on the appropriate use of:

- Digital and video images taken at school events
- Access to parents' sections of the website

## **Policy Statements**

### **Education – students**

Whilst regulation and technical solutions are very important, their use must be balanced by educating students to take a responsible approach. The education of students in e-safety is therefore an essential part of the school's e-safety provision. Children and young people need the help and support of the school to recognize and avoid e-safety risks and build their resilience.

**E-safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages across the curriculum. The e-safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:**

- A planned e-safety awareness should be provided as part of teaching.
- Key e-safety messages should be reinforced as part of a planned program of assemblies.
- Students should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information
- Students should be taught neither to talk to strangers when online nor share personal information such as home address, phone number, etc.
- Students should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Students should be helped to understand the need for the pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school
- Staff should act as good role models in their use of digital technologies.
- Students should be encouraged to use school ICT systems in a responsible way, to ensure that there is no risk to their safety or the safety and security of the ICT systems and other users.
- Students should understand that the school will monitor their use of the ICT systems, email and other digital communications.
- In lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Students should understand the importance of immediate online incident reporting to the Online Safety Officer or counselors.

- Students should be encouraged to contribute in the school awareness campaigns

### **Education – Parents**

Parents play an essential role in the education of their children and in the monitoring / regulation of the children's on- line behaviors. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet.

The school will provide information and awareness to parents and caregivers through:

- Online parents meeting.
- Messages, flyers, and newsletters on the parents' groups
- Encouraging them to contribute in the school awareness campaigns

### **Education & Training**

It is essential that all staff receive e-safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- A program of formal e-safety training will be made available to staff. This will be regularly updated and reinforced.
- All new staff should receive e-safety training as part of their induction program ensuring that they fully understand the school e-safety policy and Acceptable Use Agreements
- All e-Safety policies will be presented to and discussed by staff in staff meetings.
- The Online Safety Officer will provide guidance / training to individuals as required.

### **Technical – infrastructure / equipment, filtering, and monitoring**

The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their e-safety responsibilities:

- School technical systems will be managed in ways that ensure that the school / academy meets recommended technical requirements
- There will be regular reviews and audits of the safety and security of school academy technical systems
- Servers, wireless systems, and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to school / academy technical systems and devices

- The principal is responsible for ensuring that software license logs are accurate and up to date and that regular checks are made to reconcile the number of licenses purchased against the number of software installations
- Internet access is filtered for all users
- School technical staff regularly monitor and record the activity of users on the school technical systems and users are made aware of this in the Acceptable Use Agreement
- An appropriate system is in place (to be described) for users to report any actual / potential technical incident / security breach to the relevant person, as agreed)
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, workstations, mobile devices from accidental or malicious attempts which might threaten the security of the school systems and data. These are tested regularly. The school infrastructure and individual workstations are protected by up-to-date virus software
- Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured.

### **Bring Your Own Device**

The students and the teachers may bring their own laptops as long as they follow these regulations:

- The school has a set of clear expectations and responsibilities for all users
- All users are provided with and accept the Acceptable Use Agreement
- All network systems are secure and access for users is differentiated
- All users will use their username and password and keep this safe
- Mandatory training is undertaken for all staff
- Students receive training and guidance on the use of personal devices
- Regular audits and monitoring of usage will take place to ensure compliance

### **Rent/Buy a School Laptop**

Please refer to the Laptop Use Policy for students and the Laptop Use for teachers.

### **Social Media**

Please refer to the social media Policy and Guidelines

### **Data Protection**

Please refer to the Processing of Personal Data Policy and Password Protection Policy

## **School Actions & Sanctions**

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with and the school actions and sanctions for each type of incident:

### **Students:**

**1st Occurrence:** A warning letter will be issued by the school to the concerned student. This letter must be signed by both the student and the parent. The student signs an undertaking to abide by the policy or else his/her account will be suspended.

In the event of a second-degree violation, (4 marks) will be deducted

In the event of a third-degree violation, (12) marks will be deducted

In the event of a fourth-degree violation (failure in the behavior subject).

**2nd Occurrence:** The student's account will be suspended. Parents and students are informed. The student signs an undertaking to abide by the policy or else he will be suspended or expelled.

In the event of a second-degree violation, (8) marks will be deducted

In the event of a third-degree violation, (12) marks will be deducted

In the event of a fourth-degree violation (failure in the behavior subject)

**3rd Occurrence:** The student will be suspended or expelled; the student will fail the behavior/conduct subject and won't be accepted to register for the next academic year. Legal authorities will be notified.

**Important Note: The 3<sup>rd</sup> occurrence rules might be applied directly, based on the degree of the violation.**

### **Staff:**

**1st Occurrence:** Verbal warning / Written Warning is issued depending on the violation degree.

**2nd Occurrence:** Final Written warning is issued, the staff member signs an undertaking.

**3<sup>rd</sup> Occurrence:** Dismissal from SAIS

**This policy was reviewed in August 2021.**





مدرسة الشارقة الأمريكية الدولية  
Sharjah American International School

# Sharjah American International School (SAIS)

## Student/Parent Acceptable Use Policy (AUP)

This policy applies to members of the Governing Body and volunteers as well as external agencies using the ICT systems at Sharjah American International School.

### What is an AUP?

We ask all children, young people and adults involved in the life of SAIS to sign an Acceptable Use Policy (AUP), which outlines how we expect them to behave when they are online, and/or using school networks, connections, internet connectivity and devices, cloud platforms and social media (both when on school site and outside of school).

This AUP is reviewed annually, and I will be asked to sign it upon entry to the school and every time changes are made.

### Why do we need an AUP?

All staff, governors and volunteers have particular legal / professional obligations and it is imperative that all parties understand that online safety is part of safeguarding as well as part of the curriculum, and it is everybody's responsibility to uphold the school's approaches, strategy and policy as detailed in the full Online Safety Policy, which is available on the school's website.

### Where can I find out more?

All staff, governors and volunteers should read SAIS's full Online Safety Policy for more detail on our approach to online safety and links to other relevant policies (e.g. Safeguarding Policy, Behavior Policy, etc).

If you have any questions about this AUP or our approach to online safety, please speak to School Principal or Online Safety Officer or any Online Safety Team member. Online Safety is considered a safeguarding area. Concerns should be reported in the same way as other Safeguarding concerns.

### What am I agreeing to?

- 1- I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or the safety and security of the ICT systems and other users.
- 2- I understand that the school will monitor my use of the ICT systems, email and other digital communications
- 3- I protect my username and password– I will not share it, nor will I try to use any other person's username and password, as mentioned in the SAIS Password Security Policy.
- 4- I will not talk to strangers when I am communicating online.
- 5- I will not disclose or share personal information about myself or others such as home address, phone number, etc when working online.
- 6- I will immediately report, as mentioned in the SAIS Reporting Policy, any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online to my parents and to either Mr. Youssef, the school Online Safety Officer, or to the school counselors Ms. Ghada or Ms. Oraib.

[navas@saisuaq.com](mailto:navas@saisuaq.com)

[Ghada.abdalla@saisuaq.com](mailto:Ghada.abdalla@saisuaq.com)

[Oraib.mohammad@saisuaq.com](mailto:Oraib.mohammad@saisuaq.com)

**7.** I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so, as mentioned in the SAIS Online Safety Policy.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube).

**8.** I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission, as mentioned in the SAIS Data Protection Policy.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

**9.** I will not contact or attempt to contact any pupil or to access their contact details (including their usernames/handles on different platforms)

**10.** I will report any breach of this by others or attempts by pupils to do the same to Mr. Youssef the Online Safety Officer, and/or Ms. Oraib and Ms.Ghada the school counselors.

**11.** Details on social media behavior, the general capture of digital images/video and on my use of personal devices as stated in the full Online Safety policy. If I am not sure if I am allowed to do something in or related to school, I will not do it.

**12.** I understand the importance of upholding my online reputation, that of the school and of my family, and I will do nothing to impair either.

**13.** I understand that school systems and users are protected by security, monitoring and filtering services, so my use of school devices (regardless of time, location or internet connection) and networks/platforms/internet/other technologies, including encrypted content, may be monitored/captured/viewed by these systems and/or relevant/authorized staff members.

**14.** I will protect my passwords/logins and other access, never share credentials and immediately change passwords and notify the school's technician.

**15.** I will not store school-related data on personal devices, storage or cloud platforms. USB Flash drives, are not permitted at SAIS for the storage of data.

**16.** I will only use safe and appropriately licensed software, respecting licensing, intellectual property and copyright rules at all times.

**17.** I will use school devices and networks/internet/platforms/other technologies for school business and I will never use these to access material that is illegal or in any way inappropriate for an education setting. I will not attempt to bypass security or monitoring, will look after devices loaned to me, and will notify the school of "significant personal use".

**18.** I will not support or promote extremist organizations, messages or individuals, nor give them a voice or opportunity to visit the school. I will not browse, download or send material that is considered offensive or of an extremist nature by the school.

**19.** I understand and support the commitments made by pupil, parents and fellow staff, governors and volunteers in their

Acceptable Use Policies and will report any infringements in line with school procedures.

20. I will install an antivirus and firewall on my personal device to stay protected against viruses, and keep them updated.

21. I will not access any link sent to me by an unknown sender. I will visit appropriate website only recommended by either my teachers or my parents.

21. I understand that I am given appropriate access to my role and relationship within the school. If I discover my settings are incorrect, I will inform the school's senior leadership team immediately

22. I will not deliberately attempt to access content that I do not require in order to fulfil my role with the school

23. I will strictly follow the Plagiarism Policy Guidelines and respect Intellectual Propriety and Copyrights Rights.



مدرسة الشارقة الأمريكية الدولية  
Sharjah American International School

# Sharjah American International School (SAIS)

## Parent Acceptable Use Policy Agreement

By signing this document, you confirm that you have read, understood and agreed to all the points addressed in this agreement.

I understand that it is my responsibility to ensure I remain up to date and understand the school's most recent online safety/ safeguarding policies. I understand that failure to comply with this agreement could lead to disciplinary action.

Parent Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Student Name:</b>	<b>Class:</b>
<b>Students' Acceptable Use Agreement</b>	
<b>I have read and understand the above and agree to follow these guidelines when:</b>	
<ul style="list-style-type: none"> <li>● I use the school ICT systems and equipment (both in and out of school)</li> <li>● I use my own equipment in school (when allowed)</li> <li>● I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.</li> <li>● I understand that network and Internet access may be monitored.</li> </ul>	

- I am well aware that the consequences of violation of the Online Safety Policy are:

**1st Occurrence:** A warning letter will be issued by the school to the concerned student. This letter must be signed by both the student and the parent. The student signs an undertaking to abide by the policy or else his/her account will be suspended.

In the event of a second-degree violation, (4 marks) will be deducted  
In the event of a third-degree violation, (12) marks will be deducted  
In the event of a fourth-degree violation (failure in the behavior subject).

**2nd Occurrence:** The student's account will be suspended. Parents and students are informed. The student signs an undertaking to abide by the policy or else he will be suspended or expelled.

In the event of a second-degree violation, (8) marks will be deducted  
In the event of a third-degree violation, (12) marks will be deducted  
In the event of a fourth-degree violation (failure in the behavior subject)

**3rd Occurrence:** The student will be suspended or expelled, The student will fail the behavior/conduct subject, and won't be accepted to register for the next academic year. Relevant authorities will be notified.

**Important Note:** The 3rd occurrence rules might be applied directly, based on the degree of the violation.

*Signed:*

*Date:*

**This agreement was reviewed in August 2021.**





**SHARJAH AMERICAN INTERNATIONAL SCHOOL  
UMM AL QUWAIN**

**Students' Online Infraction List**

<b>Description of Violation</b>	<b>Degree of Violation</b>
Creating quarrels between students before or after the online session.	2nd degree Violation
Audio and video communication after the end of the official class time with the rest of the students, whether inside or outside the school for non-educational purposes.	2nd degree violation
The use of profanity, racist expressions, or other words (text, voice or hint) may be offensive to any other user.	2nd degree violation
Cyberbullying of all kinds and forms. Intentional extortion via any digital platform.	2nd degree violation
Attempting to defame colleagues and school staff on social media and abuse them across the digital world.	2nd degree violation
To subscribe to unofficial mailing lists and newsletters within the distance learning initiative; publish information about teachers and students without permission.	2nd degree violation
Provide personal information about another student, including home address and phone number.	3rd degree violation



## SHARJAH AMERICAN INTERNATIONAL SCHOOL UMM AL QUWAIN

Removing the teacher or students from the group, which leads to obstruction of the course of the lesson, the work of the teacher, the rights of other students and damage to the digital content.	3rd degree violation
Misuse of e-mail or social media to disclose information of a personal nature.	3rd degree violation
Impersonation (Identity Theft) of others in school transactions, or forging school documents	3rd degree violation
Searching for information, obtaining specific copies, or modifying files and data, or passwords belonging to other users of the digital world	3rd degree violation
Logging in and using the account of a teacher or another student with or without his knowledge, through digital programs	3rd degree violation
Photographing, possessing, publishing and circulating pictures of school employees and students without their permission	3rd degree violation
Sharing photos or any information about any of the students, parents, employees, or anyone else without obtaining their explicit consent	3rd degree violation
Using educational content in filming and recording conversations between students and publishing them without prior permission	3rd degree violation
Use the means of communication or social media for legal or unethical	3rd degree violation



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purposes, or in relation to the educational institution, its employees, or others	
Create or open hyperlinks or any attached files, unless they are sent from a trusted source	4th degree violation
The use of montage programs that can produce real and fake content that is circulated on social media	4th degree violation
Using the Internet to develop programs that annoy users, or to penetrate or destroy other people's accounts and devices	4th degree violation
Spreading, creating or exchanging malicious or suspicious software or promoting it, or causing the suspension or disruption of the distance learning program or destruction of its contents	4th degree violation
Using the personal account of the student by others and entering his account number illegally	4th degree violation
Bringing, possessing, displaying and promoting unlicensed material, informational or electronic materials that are contrary to values, morals and public order	4th degree violation
Using the network to access pornography and text files with inappropriate content	4th degree violation



**SHARJAH AMERICAN INTERNATIONAL SCHOOL**  
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Leaking exam questions or participating in it in any way	4th degree violation
Cheating in online exams of all kinds and in any normal or technical way	4th degree violation
Transferring exams or assignments solutions in all ways and means	4th degree violation
Exposure to insulting the political, religious or social symbols of the Country	4th degree violation
Create, transmit, display, publish or share any material that may harm the reputation of the United Arab Emirates through the digital network	4th degree violation
Broadcasting or promoting extremist, blasphemous, extremist, or offensive ideas and beliefs to the political and social systems of society through the digital network	4th degree violation
Posting any hate speech, successive messages, harassment, racist statements and other racist behaviors	4th degree violation
Misuse of electronic devices and the powers available through the (Microsoft Teams) program	4th degree violation
Misuse of any means of communication or installing or downloading programs or products that are likely to cause damage to the network	4th degree violation



## SHARJAH AMERICAN INTERNATIONAL SCHOOL UMM AL QUWAIN

### **Mechanism of Violation Penalty**

**1st Occurrence:** A warning letter will be issued by the school to the concerned student. This letter must be signed by both the student and the parent. The student signs a pledge to abide by the policy or else he will be suspended. In the event of a second-degree violation, (4 marks) will be deducted  
In the event of a third-degree violation, (12) marks will be deducted  
In the event of a fourth-degree violation (failure in the behavior subject).

**2nd Occurrence:** The student will be suspended. The student signs a pledge to abide by the policy or else he will be expelled.  
In the event of a second-degree violation, (8) marks will be deducted  
In the event of a third-degree violation, (12) marks will be deducted  
In the event of a fourth-degree violation (failure in the behavior subject)

Parents and students are informed. Student will be expelled from the school and will not be accepted to register for the next academic year

**3rd Occurrence:** the student will be expelled and not accepted to register for the next academic year. Legal authorities will be notified.

**Important Note: The 3rd occurrence rules might be applied directly, based on the degree of the violation.**



مدرسة الشارقة الأمريكية الدولية  
Sharjah American International School

## Sharjah American International School (SAIS)–Umm Al Quwain Campus

### Password Protection Policy –Elementary Students

#### 1. Overview

Passwords are an important aspect of computer security. A poorly chosen password may result in unauthorized access and/or exploitation of our resources. All SAIS students are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

#### 2. Purpose

The purpose of this policy is to establish a standard for creation of strong passwords and the protection of those passwords.

#### 3. Scope

The scope of this policy includes all SAIS users who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any SAIS facility, has access to the SAIS network, or stores any non-public SAIS information.

#### 4. Policy

##### 4.1 Password Creation

4.1.1 All students' passwords must conform to the **Password Construction Guidelines**. 4.1.2 Users must use a separate, unique password for each of their work-related accounts. Users may not use any school related passwords for their own, personal accounts.



##### 4.2 Password Change

4.2.1 Passwords should be changed every month.  
4.2.2 Passwords may not be written down.



##### 4.3 Password Protection

4.3.1 Passwords should be treated as confidential information. No student is to give, tell, or hint at their password to another person, including Technology staff, administrators, supervisors, classmates, friends, and family members, under any circumstances. If someone demands your password, refer them to this procedure or have them contact the Technology Department or their

teacher/supervisor. Exception: Students can share their passwords with their parents/guardians and are encouraged to do so.

4.3.2. Passwords are not to be transmitted electronically over the unprotected Internet, such as via e-mail. However, passwords may be used to gain remote access to district resources via the District's IPsec-secured Virtual Private Network or SSL-protected Web site.

4.3.3 No user is to keep an unsecured written record of his or her passwords, either on paper or in an electronic file. If it proves necessary to keep a record of a password, then it must be kept in a controlled access safe if in hardcopy form or in an encrypted file if in electronic form.

4.3.4 Students should not use the "Remember Password" feature of applications (for example, web browsers).

4.3.5 If a student either knows or suspects that his/her password has been compromised, it must be reported to the Online Safety Group and the password changed immediately.

4.3.5 The IT Department may attempt to crack or guess users' passwords as part of its ongoing security vulnerability auditing process. If a password is cracked or guessed during one of these audits, the user will be required to change his or her password immediately

## 5. Password Reset Procedure

Students should contact Mr. Kumar, the IT technician or Mr. Youssef, the Online Safety Officer. The request will be followed up with a return call (if the user is not their physically) to validate the user requesting the change. Upon validation, the password will be set to a new unique password and read over the phone to the user while they are logging in. Passwords are not to be sent via e-mail. Students will be asked to change the password immediately after the reset is done successfully.



## 6. Policy Compliance

### 5.1 The Compliance Measurement

The IT Department will verify compliance to this policy through various methods, including but not limited to, periodic walk-thru, video monitoring, internal and external audits, and feedback to the principal.

### 5.2 Exceptions

Any exception to the policy must be approved by the IT Department in advance.

### 5.3 Non-Compliance

A student found to have violated this policy may be subject to disciplinary action, up to and including being suspended.



## 7. Password Construction Guidelines

1. Passwords must contain at least 8 characters.
2. Passwords must contain both upper- and lower-case letters.
3. Passwords must contain at least one number (for example, 0-9).
4. Passwords must contain at least one special character (for example, \$%^&\*()\_+|~- =\ {} [] : " ; ' < > ? , / ).
5. Passwords should not be found in a dictionary
6. Passwords should not contain personal information such as birthdates, addresses, phonenumber, or names of family members, pets, friends, and fantasy characters.



I have read, understood, and will abide by the Password Protection Policy. I further understand that any violation of this policy may be subject to disciplinary action, up to and including being suspended/expelled.

1<sup>st</sup> Occurrence: A warning letter will be issued by the school to the concerned student. This letter should be signed by both student and parent. The student signs an undertaking to abide by the policy or else his account will be suspended. 6 behavior marks are deducted.

2<sup>nd</sup> Occurrence: The student’s account will be suspended. The student signs an undertaking to abide by the policy or else he will be suspended. 12 behavior marks are deducted.

3<sup>rd</sup> Occurrence: The student will be suspended. The student will fail the behavior/conduct subject. Legal Authorities will be notified

Username

---

User Signature

---



**This policy was reviewed in August 2021.**



## Sharjah American International School (SAIS)–Umm Al Quwain Campus

### Password Protection Policy – Middle & High School Students

#### 1. Overview

Passwords are an important aspect of computer security. A poorly chosen password may result in unauthorized access and/or exploitation of our resources. All SAIS students are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

#### 2. Purpose

The purpose of this policy is to establish a standard for creation of strong passwords and the protection of those passwords.

#### 3. Scope

The scope of this policy includes all SAIS users who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any SAIS facility, has access to the SAIS network, or stores any non-public SAIS information.

#### 4. Policy

##### 4.1 Password Creation

4.1.1 All students' passwords must conform to the **Password Construction Guidelines**.

4.1.2 Users must use a separate, unique password for each of their work related accounts. Users may not use any school related passwords for their own, personal accounts.

##### 4.2 Password Change

4.2.1 Passwords should be changed every month.

4.2.2 Passwords may not be written down, unless stored in an encrypted format.

##### 4.3 Password Protection

4.3.1 Passwords should be treated as confidential information. No student is to give, tell, or hint at their password to another person, including Technology staff, administrators, supervisors, classmates, friends, and family members, under any circumstances. If someone demands your password, refer them to this procedure or have them contact the Technology Department or their teacher/supervisor. Exception: Students can share their passwords with their parents/guardians and are encouraged to do so.

4.3.2. Passwords are not to be transmitted electronically over the unprotected Internet, such as via e-mail. However, passwords may be used to gain remote access to district resources via the District's IPsec-secured Virtual Private Network or SSL-protected Web site.

4.3.3 No user is to keep an unsecured written record of his or her passwords, either on paper or in an electronic file. If it proves necessary to keep a record of a password, then it must be kept in a controlled access safe if in hardcopy form or in an encrypted file if in electronic form.

4.3.4 Students should not use the "Remember Password" feature of applications (for example, web browsers).

4.3.5 If a student either knows or suspects that his/her password has been compromised, it must be reported to the Online Safety Group (by email or on Teams) and the password changed immediately.

4.3.5 The IT Department may attempt to crack or guess users' passwords as part of its ongoing security vulnerability auditing process. If a password is cracked or guessed during one of these audits, the user will be required to change his or her password immediately

## 5. Password Reset Procedure

Students should contact Mr. Kumar, the IT technician or Mr. Youssef, the Online Safety Officer. The request will be followed up with a return call (if the user is not their physically) to validate the user requesting the change. Upon validation, the password will be set to a new unique password and read over the phone to the user while they are logging in. Passwords are not to be sent via eMail. Students will be asked to change the password immediately after the reset is done successfully.

## 6. Policy Compliance

### 5.1 Compliance Measurement

The IT Department will verify compliance to this policy through various methods, including but not limited to, periodic walk-thru, video monitoring, internal and external audits, and feedback to the principal.

### 5.2 Exceptions

Any exception to the policy must be approved by the IT Department in advance.

### 5.3 Non-Compliance

A student found to have violated this policy may be subject to disciplinary action, up to and including being suspended or expelled.

1<sup>st</sup> Occurrence: A warning letter will be issued by the school to the concerned student. This letter should be signed by both student and parent. The student signs an undertaking to abide by the policy or else his account will be suspended. 6 behavior marks are deducted.

2<sup>nd</sup> Occurrence: The student's account will be suspended. The student signs an undertaking to abide by the policy or else he will be suspended. 12 behavior marks are deducted.

3<sup>rd</sup> Occurrence: The student will be suspended. The student will fail the behavior/conduct subject. Legal Authorities will be notified.

## 7. Password Construction Guidelines

Passwords are used to access the network, Teams, e-mail, the Web, and voicemail.

Poor, weak passwords are easily cracked, and put the entire system at risk. Therefore, strong passwords are required. Try to create a password that is also easy to remember.

1. Passwords must contain at least 8 characters.
3. Passwords must be at least 8 characters in length and contain characters from three of the four following categories: Sample: Welcome! (Do not use this sample)
  - a. English uppercase characters (A through Z)
  - b. English lowercase characters (a through z)
  - c. Base 10 digits (0 through 9)
  - d. Non-alphabetic characters (for example, !, \$, #, %)
4. Passwords may not contain your First, Middle or Last name
5. Passwords should not be based on well-known or easily accessible personal information such as date of birth or phone number.
6. Passwords should not be words that can be found in a standard dictionary (English or foreign) or are publicly known slang or jargon.

### **Password Creation Tips:**

1. Think of a sentence that you can remember. This will be the basis of your strong password or pass phrase. Use a memorable sentence, such as "My son Age is three years old."
2. Check if the computer or online system supports the pass phrase directly. If you can use a passphrase (with spaces between characters) on your computer or online system, do so.
3. If the computer or online system does not support pass phrases, convert it to a password. Take the first letter of each word of the sentence that you've created to create a new, nonsensical word. Using the example above, you'd get: "msaityo".
4. Add complexity by mixing uppercase and lowercase letters and numbers. It is valuable to use some letter swapping or misspellings as well. For instance, in the pass phrase above, consider misspelling Aiden's name, or substituting the word "three" for the Procedure: 6800.6P Page 4 of 4 number 3. There are many possible substitutions, and the longer the sentence, the more complex your password can be. Your pass phrase might become "My SoN Ayd3N is 3 yeeRs

old." If the computer or online system will not support a pass phrase, use the same technique on the shorter password. This might yield a password like "MsAy3yo".

5. Finally, substitute some special characters. You can use symbols that look like letters, combine words (remove spaces) and other ways to make the password more complex. Using these tricks, we create a pass phrase of "MySoN 8N i\$ 3 yeeR\$ old" or a password (using the first letter of each word)

I have read, understand, and will abide by the above Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

1<sup>st</sup> Occurrence: A warning letter will be issued by the school to the concerned student. This letter should be signed by both student and parent. The student signs an undertaking to abide by the policy or else his account will be suspended. 6 behavior marks are deducted.

2<sup>nd</sup> Occurrence: The student's account will be suspended. The student signs an undertaking to abide by the policy or else he will be suspended. 12 behavior marks are deducted.

3<sup>rd</sup> Occurrence: The student will be suspended. The student will fail the behavior/conduct subject. Legal Authorities will be notified.

User Name

---

User Signature

---

**This policy was reviewed in August 2021.**



مدرسة الشارقة الأمريكية الدولية  
Sharjah American International School

## Sharjah American International School (SAIS)–Umm Al Quwain Campus ICT Acceptable Use Policy Elementary Student’s Agreement / Password Security Policy

### This is how I will protect my password:

I will follow the school Password Construction Guidelines to create a strong password

I will change my password every month.

I will not share my password with anyone, except my parents

I will contact Mr. Kumar or Mr.Youssef if I want my password to be reset.

I will immediately inform the Online Safety Group if I suspect my password has been compromised. I will immediately change my password.

I have read, understand, and will abide by the Password Protection Policy. I further understand that any violation of this policy may be subject to disciplinary action, up to and including being suspended.

1<sup>st</sup> Occurrence: A warning letter will be issued by the school to the concerned student. This letter should be signed by both student and parent. The student/guardian signs an undertaking to abide by the policy or else the student’s will be suspended. 6 behavior marks will be deducted for grade 3 & 4 students.

2<sup>nd</sup> Occurrence: The student’s account will be suspended. 12 behavior marks will be deducted for grade 3 & 4 students.

3<sup>rd</sup> Occurrence: The student will be suspended. The student will fail the behavior/conduct subject. Legal Authorities will be notified.

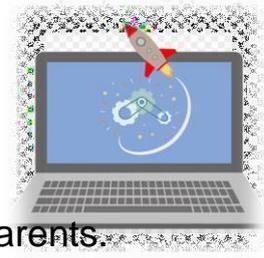
..... [Print child’s name] agrees to follow the Password Protection Policy

Signed.....

Class .....

Date.....

**This agreement was reviewed in August 2021.**





## Sharjah American International School (SAIS)–Umm Al Quwain Campus

### ICT Acceptable Use Policy

#### Middle/High School Student’s Agreement / Password Security Policy

#### **This is how I will protect my password:**

I will follow the school Password Construction Guidelines to create a strong password

I will change my password every month.

I will not share my password with anyone, except my parents.

I will contact Mr. Kumar or Mr. Youssef if I want my password to be reset.

I will immediately inform the Online Safety Group if I suspect my password has been compromised. I will immediately change my password.

I have read, understood, and will abide by the Password Protection Policy. I further understand that any violation of this policy may be subject to disciplinary action, up to and including being suspended/expelled.

1<sup>st</sup> Occurrence: A warning letter will be issued by the school to the concerned student. This letter should be signed by both student and parent. The student signs an undertaking to abide by the policy or else his account will be suspended. 6 behavior marks are deducted.

2<sup>nd</sup> Occurrence: The student’s account will be suspended. The student signs an undertaking to abide by the policy or else he will be suspended. 12 behavior marks are deducted.

3<sup>rd</sup> Occurrence: The student will be suspended. The student will fail the behavior/conduct subject. Legal Authorities will be notified.

..... [Print student’s name] agrees to follow the Password Protection Policy

Signed.....

Class .....

Date.....





مدرسة الشارقة الأمريكية الدولية  
Sharjah American International School

# SHARJAH AMERICAN INTERNATIONAL SCHOOL – UMM AL QUWAIN

## Data Protection Policy - Parents & Students

### Processing of personal data policy

#### *Information memorandum*

#### 1. Processing of personal data policy

Sharjah American International School will process your personal data during its activities. This policy sets out the rules that we will follow when processing your personal information to preserve the right to protect your personal data, your privacy, and to ensure that your personal data is not misused. We will follow this policy for the entire period during which we process any of your personal information.

Through this policy, we inform you of the facts and your rights that you need to be aware of, to ensure sufficient transparency in the processing of your personal data.

This policy sets out the procedures and principles on the basis of which we will process and handle your personal data. If anything is unclear or you would like to ask anything about your personal data, please use the contact information provided in this policy.

#### 2. Collection of personal data

##### 2.1. Reasons for collecting personal data

We will only collect and process personal data from you if it is necessary for:

- a) Fulfilling the contract that you have signed or closed with us.
- b) The provision of the service you want to use.
- c) Compliance with the requirements of the law.
- d) The purposes of our legitimate interests, unless in this case your interests or the fundamental rights and freedoms of data subjects that require the protection of personal data are preferred.

## **2.2. Consent**

In other cases, we may only collect and process your personal data with your explicit and free consent. You may at any time revoke your consent through the contact details provided in this policy. Specific conditions for the use of your personal data after granting consent are always provided in each individual consent.

## **2.3. Acquisition of personal data**

We do not obtain your personal data from publicly available sources, but always from you or from third parties who cooperate with us and have obtained personal data from you in accordance with the law and may transmit it to us. In both cases, we will follow this policy.

We will always inform you about the specific reason for processing your personal information. This information is either stated directly in the contract, or in the terms of the service provided or in this policy. Alternatively, you may ask us at any time for the reasons for processing your personal information through the contact details listed below.

## **3. The use of your personal information**

We use your personal information primarily to perform a concluded contract, comply with legal requirements, or to meet legal requirements. We will always inform you of any further use of your personal data.

## **4. Passing your personal information on to others**

### **4.1. Passing on of personal data**

We will not share your personal information with anyone except as described in this policy.

Your personal data will be accessed by our employees who will be in charge of working with this personal information. All employees who will have access to your personal data are committed to secrecy in writing; therefore, your personal data may not be disseminated anywhere. These employees are also responsibly selected and properly trained to know how they should treat your personal information and how the processing of your personal data can take place.

We will then pass on your personal information to some third parties if necessary. These persons are referred to as processors. Our company is responsible for ensuring that these processors provide reasonable assurance that your personal data will be processed. We choose all of the processors responsibly. At the same time, the

processors will be contractually obliged to perform all their duties, ensuring that your personal data is adequately protected and minimize the risk of abuse.

#### **4.2. Third persons to whom personal data will be transferred - recipients of personal data**

The processors mainly include our accounting, PRO, Corporate Office, and local authorities such as UAQ Education Zone, Ministry of Education, Ministry of Labor, Ministry of Human Resources and Emiratization, Ministry of Health, Technopeak and CTS, our IT partners, Focus, and Insurance Company to whom we pass on your personal information if it is necessary in order to use their services - consultation. Furthermore, IT and hosting providers.

We may also share your personal information with other third parties in order to prevent crime and reduce risks, if required by law and where we consider it appropriate, in response to a lawsuit or to protect the rights or property of our school, our partners or you.

### **5. Automatic individual decision making and profiling**

Our school does not perform any automatic individual decision making or profiling process that would have any legal effect on you or would otherwise have any significant impact on you during the processing of your personal information. If this is changed, we will inform you immediately.

### **6. Your rights**

#### **6.1. Right to information**

At any time, you can ask us to send you a confirmation that we are processing some of your personal information at the contact details below and if we are processing your personal data, you have the right to access this information:

- a) For what purpose we process your personal data and what its categories are.
- b) Who the recipients and processors of your personal data are.
- c) How long your personal data will be saved and if this time cannot be determined, then the use criteria to determine this time.
- d) Which personal data you may request removal or processing restrictions for and object to such processing.
- e) About the right to file a complaint with the Supervisory Authority.
- f) About personal data sources, unless they have been obtained from you.
- g) Whether automatic decision-making or profiling takes place automatically.

If you ask for it, we will provide you with copies of your processed personal data. If you request it in electronic form, copies will be provided in electronic form if you do not request it in another way. However, we have the right to require verification of your

identity to verify that this information regarding your personal data does not reach an unauthorized person.

### Contact Persons are:

Principal (for clarifications or complaints): [carole.aboud@saisuaq.com](mailto:carole.aboud@saisuaq.com)

Assistant Principal (for clarifications or complaints): [mona.serhal@saisuaq.com](mailto:mona.serhal@saisuaq.com)

Heba Abu Taha (School Registrar): [heba.abutaha@saisuaq.com](mailto:heba.abutaha@saisuaq.com)

Navas Hussein (Portal Administrator): [reema.hamad@saisuaq.com](mailto:reema.hamad@saisuaq.com)

Merouel Brosoto (School Accountant): [Merouel.brosoto@saisuaq.com](mailto:Merouel.brosoto@saisuaq.com)

### 6.2. The right to correction

If you find that some of your personal information is inaccurate, imprecise or incomplete, you are entitled to have your personal information corrected or supplemented, without undue delay, after you communicate this fact to us.

## 7. Measures implemented

Our company has introduced personnel, organizational and technical measures to eliminate the various risks to your rights and freedoms and to protect your personal data. For this purpose, we have trained all of our staff who are in contact with personal data. Furthermore, all personal data in physical form is secured against unauthorized access. For personal data stored in electronic form, we comply with security standards and they are similarly protected against unauthorized access. At the same time, we have developed a risk analysis to prevent risks and have taken appropriate action.

I have read all the points mentioned above and acknowledge that the school is taking all the necessary precautions and measures to safeguard my personal data. I am very well aware that in case of violation of this policy the following sanctions will be applied:

**1st Occurrence:** A warning letter will be issued by the school to the concerned student. This letter must be signed by both the student and the parent. The student signs an undertaking to abide by the policy or else his/her account will be suspended.

In the event of a second-degree violation, (4 marks) will be deducted

In the event of a third-degree violation, (12) marks will be deducted

In the event of a fourth-degree violation (failure in the behavior subject).

**2nd Occurrence:** The student's account will be suspended. Parents and students are informed. The student signs an undertaking to abide by the policy or else he will be suspended or expelled.

In the event of a second-degree violation, (8) marks will be deducted

In the event of a third-degree violation, (12) marks will be deducted

In the event of a fourth-degree violation (failure in the behavior subject)

**3rd Occurrence:** The student will be suspended or expelled; the student will fail the behavior/conduct subject and won't be accepted to register for the next academic year. Legal authorities will be notified.

**Important Note:** The 3<sup>rd</sup> occurrence rules might be applied directly, based on the degree of the violation.

Parent Name: .....

Student Name: .....

Parent Signature: .....

Student Signature: .....



مدرسة الشارقة الأمريكية الدولية  
Sharjah American International School

# SHARJAH AMERICAN INTERNATIONAL SCHOOL – UMM AL QUWAIN

## Online Safety Incidents Reporting Policy-Students

Online Safety is being aware of the nature of the possible threats that you could encounter whilst engaging in activity through the Internet, these could be security threats, protecting and managing your personal data, online reputation management, and avoiding harmful or illegal content.

By [practicing Online Safety](#), we can prevent and mitigate the risks that are inherently involved with using digital technologies, platforms, and services.

Online Safety Incidents include but are not limited to:

- unwanted contact/content
- social exclusion
- threats and abuse
- damage to reputation
- fraud and viruses
- lack of consent

**As per Article 21 of the UAE Federal Decree Law 5/2012, cybercrimes are punishable by a jail term of at least six months and/or a fine not less than Dh150,000 and not exceeding Dh500,000.**

### **HOW TO REPORT ONLINE SAFETY INCIDENTS?**

1. **Take screenshots** and save everything related to the incident. Make sure this includes text, images, dates, times, handles, and descriptions.
2. **Block and report the person/post.**



مدرسة الشارقة الأمريكية الدولية  
Sharjah American International School

## SHARJAH AMERICAN INTERNATIONAL SCHOOL – UMM AL QUWAIN

3. Call the school hotline 0564808233.

4. Report the incident **immediately** to your parents and to Mr. Yousef, the Online Safety Officer or the school counselors Ms. Ghada or Ms. Oraib on the following emails:

[yousef.danaf@saisuaq.com](mailto:yousef.danaf@saisuaq.com)

[oraib.mohammad@saisuaq.com](mailto:oraib.mohammad@saisuaq.com)

[Ghada.abdalla@saisuaq.com](mailto:Ghada.abdalla@saisuaq.com)

5. Report to police on 999, or online at [www.ecrime.ae](http://www.ecrime.ae), 80012, or Interior Ministry toll free number 116111.

6. You can also **report anonymously** incidents through the School Drop Box at the reception or “Reporting Center” on Teams.

### **WHAT ARE THE DISCIPLINARY ACTIONS OF THE ONLINE SAFETY INCIDENTS?**

**1st Occurrence:** A warning letter will be issued by the school to the concerned student. This letter must be signed by both the student and the parent. The student signs an undertaking to abide by the policy or else his/her account will be suspended.

In the event of a second-degree violation, (4 marks) will be deducted

In the event of a third-degree violation, (12) marks will be deducted

In the event of a fourth-degree violation (failure in the behavior subject).

**2nd Occurrence:** The student’s account will be suspended. Parents and students are informed. The student signs an undertaking to abide by the policy or else he will be suspended or expelled.

In the event of a second-degree violation, (8) marks will be deducted

In the event of a third-degree violation, (12) marks will be deducted

In the event of a fourth-degree violation (failure in the behavior subject)



مدرسة الشارقة الأمريكية الدولية  
Sharjah American International School

## SHARJAH AMERICAN INTERNATIONAL SCHOOL – UMM AL QUWAIN

**3rd Occurrence:** The student will be suspended or expelled; the student will fail the behavior/conduct subject and won't be accepted to register for the next academic year. Legal authorities will be notified.

**Important Note:** The 3<sup>rd</sup> occurrence rules might be applied directly, based on the degree of the violation.

Parent Name: .....

Student Name:

.....

Parent Signature: .....

Student Signature:

.....



Sharjah American  
International School

## Sharjah American International School – Umm Al Quwain Campus Covid-19 Related Protocol

### Students:

All students are required to:

- Sanitize their hands at the beginning of each period.
- Wear mask and face shield.
- Bring 3 extra masks daily.
- Bring their own sanitizers and wipes.
- Respect the Social Distancing Rules at all times. (1.5 meters)
- Stay at home if they are sick and bring a doctor's note.
- Undergo temperature check at the entrance gates and go directly to their classrooms.
- Bring their own food daily or order from the canteen.
- Wear their face shields while eating.
- Take books home every day.
- Keep their bag next to them.
- Refrain from sharing anything amongst each other.
- Do not circulate in the hallway at any time.
- Inform the teacher/coordinator if the student needs to see the school nurse.
- Submit all assignments electronically to teachers.

### Staff:

All staff are required to:

- Sanitize their hands when entering the school.
- **Wear mask and face shield.**
- Undergo temperature check at the entrance gate .
- Respect the Social Distancing Rules at all times (2 meters)
- Ask students at the beginning of every period to sanitize their hands.
- Create a schedule for frequent hand washing (KG and Elementary)

- Avoid sending students to the nurse (The nurse will come to class and assess the situation)
- Attend a Microsoft Teams meeting to go over all the COVID-19 safety measurements and procedures.
- Meet online with parents and explain all the safety measurements and procedures.
- Remind students daily (the last 10 minutes of the 1<sup>st</sup> period) of the COVID-19 protocols.
- Don't leave the school premises during the day. In case of emergencies and after seeking the principal's approval, staff should change their clothes and undergo the temperature checking and sanitizing procedure prior to re-entering the school building.
  
- Bring their own food and drinks, no water dispensers will be provided, social distancing should be respected.
- Ensure that there are sufficient communication reminders on safety for the students (e.g. regular reminders by teachers, foot markings on the floor, posters etc.)
- **Staff working Hours:**  
**Teachers: 7:00 am to 3:00**  
**pm.Admin: 7:00 am to**  
**3:00 pm.**  
**Lateness starts at 7:10 am**
  
- Signing in/out is a must.
- All travellers must adhere to the UAE authority requirements, including any self-isolation and testing requirements.
- Travel declaration forms must be filled online: (link below)  
<https://www.dha.gov.ae/en/Pages/coronaregistration.aspx>
- Download the Al Hosn App to ensure traceability in the event of infection.
- **All elementary homeroom teachers are on duty in their homeroom class from 1:40 pm-2:00 pm to supervise dismissal time.**
- **All teachers teaching period 1 should be in the classrooms by 7:15 am max, ready to welcome the students.**

## **Parents:**

All Parents are required to:

- Check their child's temperature every morning before leaving the house. If they have any cough, sneeze, or flu symptoms the child needs to stay at home.
- Wait with the child for the bus pick-up and temperature check. Keep the

child at home if temperature is  $>37.5$ .

- Ensure that each child has his/her own hand sanitizer and wipes.
- Ensure that the child has enough masks (3 at least) for the day and is wearing the face shield.
- In Elementary and KG sections, only 1 family member wearing mask can enter the school and drop/pick up students, he is not allowed to stay longer than 10 minutes inside the school building. Social distancing should be respected inside the school. All communication with teachers should be done online after school hours.
- Middle and High School Parents should stay in the car during the drop and pick-up time. Students will be directed to their parents' cars.
- Ensure that the child has his/her books needed for the day. (Schedules should be checked on a daily basis to avoid forgetting books at home.) --- Delivering materials/food to students during the day is strictly not allowed.
- Inform the school receptionist or section coordinator if the child needs to be picked up early, provide a valid reason. Wait for the child in the car. The child will be escorted by a school staff member to his parents' car.
- Attend the awareness sessions on Zoom where all the COVID-19 safety measurements and procedures will be shared (during the week of August 22<sup>nd</sup> according to the schedule sent on the portal).
- Be aware that tuition/registration fees payments will be done through **Online Banking. Parents who wish to come to school and pay, should be doing so between 2:30 pm to 4 pm.** Temperature screening, sanitization, and social distancing will be strictly followed.
- Respect and abide by the dismissal time. (check schedule below)
- Parents will not be allowed to enter the administration area or school premises during school hours. Appointments for face-to-face meetings will be arranged with the receptionist or secretaries and will be held after 2:30 pm.
- Online Parent-Teacher Meetings will be held either on Teams or Zoom.
- Online Parent-Teacher Association will be held either on Teams or Zoom.
- Check regularly the school portal and whatsapp groups to stay abreast of all updates shared by the school.
- Sign a travel declaration form online and submit to the school prior to travel occurring or in case of traveling during the summer break on the link below.  
<https://www.dha.gov.ae/en/Pages/coronaregistration.aspx>
- Download the Al Hosn App to ensure traceability in the event of infection.
- Sign an undertaking stating the following:
  - o They will ensure that their child/children has/ve had the mandatory COVID-19 test prior to joining the school.
  - o They will keep their child/children at home if they are generally unwell.
  - o They will ensure their child/children follow school requirements for return to school after day/s of absence.
  - o They will ensure that they immediately pick up their child/children from school in case they become sick or has/ve contacted COVID-19

suspected case at the school. They will immediately follow protocols in these cases as communicated by the school.

o In case their child/children test positive, they are committed not to bring their child/children to school until tested negative. In this case, they are committed to continue their child/children's education through distance learning.

### **Visitors:**

All visitors are required to:

- Visitors are not allowed to enter the school premises during the school day unless if they have an appointment and their names are registered with the security member.
- Sanitize their hands when entering the school.
- Wear a mask.
- Undergo temperature check at the entrance gate.
- Respect the Social Distancing Rules (2 meters).

### **Buses/Transportation:**

- Undergo temperature check before entering the bus. If any student has a fever, he/she will not be allowed to enter the bus or to come to school.
- Sanitize their hands before entering and after leaving the bus.
- Respect the bus capacity of only 50% of students.
- Create a seating plan 1.5 meters physical distancing.
- Seat students from the rear to the front of the bus to prevent walking past each other.
- Wear a face mask is obligatory for everyone on the bus.
- Allocate one seat in case of a suspected case of COVID-19. The isolated seat will be next to the driver with a plastic isolation curtain.
- Food is strictly forbidden on the bus

### **Textbooks and Stationaries/School uniforms:**

- All books and Stationaries will be sterilized and distributed to the students in the classroom.
- Students are not allowed to go to the bookstore.
- School uniforms will be distributed in the classroom.

### **Classrooms**

- Implementing physical distancing in classroom. 50% of the class capacity will be occupied
- Label all the students' desks.
- No group work will be held, except online.
- Use paperless strategy. All homework and classwork will be corrected online only, to respect the physical distancing rule.

### **School Library**

- Library sessions will be conducted inside the classrooms; e-books will be used only.

### **School Clinics:**

- Students are not allowed to visit the clinic.  
If students feel unwell, nurses will visit classes to assess the situation.
- All medical staff will complete COVID-19 training.
- Nurses will prepare a comprehensive communication and awareness plan.
- Nurses will prepare an assessment log and update it daily.
- Nurses are responsible for the daily Covid-19 awareness with all stakeholders.
- Managing a potential Covid-19 case in school
  - Student will stay in the isolation room.
  - The nurse will notify parents and administrators.
  - The whole school will be sanitized and disinfected.
  - Emergency procedures will take place.
- Managing a confirmed case
  - The whole school will be sanitized and disinfected
  - Follow the tracing procedures to ensure that all people who were in contact with the infected will be isolated.
  - Emergency procedures will take place.

### **Prayer Rooms**

- Wear a mask before entering the prayer room
- Respect the physical distancing (2 meters) inside the prayer rooms.
- Sanitize the prayer room after each prayer.
- Staff members will pray in their offices, only students will pray in the prayer rooms.
- Students will bring their own praying mats.
- Social distancing stickers will be placed in the prayer rooms.

### **Bathrooms**

- Students will seek the teachers' permission to use the bathroom.

- Teacher will check with the coordinator for availability to avoid commotion in the bathrooms.
- In one classroom, one student at a time will be allowed to go to the bathroom.
- Students will wash and sanitize their hands after using the bathroom.
- Cleaners will clean and sanitize the bathroom after each use.

### **Food/Canteen**

- Students are encouraged to bring their food from home.
- The canteen personnel will distribute the food in classes.
- Sharing food is not allowed at any time.
- Eating in groups is not allowed.
- Respect the social distancing rules when visiting the canteen.
- Ordering food from restaurants or catering facilities is strictly not allowed.

### **Playground/ Break Time**

- Students will be encouraged to spend break time in class or in the playground under the teachers' supervision to ensure that social distancing is respected.
- Wear a face shield
- Respect physical distancing rules at all time.
- Do not play in group.

### **Pickup/ Drop off Time**

- **Staff working Hours:**  
**Teachers: 7:00 am to 3:00**  
**pm.Admin: 7:00 am to**  
**3:00 pm.**

**Lateness starts at 7:10 am**

**Parents Visits to School: 2:30 pm – 4:00 pm**

- School Gates (3 entrances) will open from 7:15 am to 8:00 am to welcome students: Reception for Elementary, Gate 1 for KG2, MS and HS Girls, Gate 6 for MS and HS Boys.
- Temperature screening will be done at the entrance gates.
- KG and Elementary Parents with masks on will drop their children at the gate and leave.
- Middle and High School Parents should stay in the car during the drop and pick-up time. Students will be directed to their parents' cars.
- Dismissal will be done by section to avoid commotion as per the schedule

below. Dismissal time should be strictly followed by parents.

<b>Dismissal Time per Section</b>		
<b>Time</b>	<b>Classes</b>	<b>Gate Number</b>
<b>12:40 pm</b>	KG	1 and 10
<b>1:40 pm</b>	Grade 1 and Grade2	3
<b>1:50 pm</b>	Grade 3 and Grade4	3
<b>2:00 pm</b>	Middle School	6 for boys and 9 for girls
<b>2:10 pm</b>	High School + Bus Students	6 for boys and 9 for girls
<b>2:00 pm</b>	Elementary Bus Students (Gathering in the Gym)	Bus Gate
<b>2:15 pm</b>	Elementary Students move to the bus	Bus Gate
<b>2:20 pm</b>	Buses leave the school	

### **After School Remedial and Educational Clubs**

After school remedial and educational clubs will be held on Microsoft Teams after school hours.

### **Teachers, Staff Offices and Common Areas**

- All staff members are required to wear a mask at all times.
- Respect physical distancing.
- Pray in their offices/staff rooms.

### **School delivery model in September 2020.**

- Type of Plan: **Hybrid Model**
- **School Timings as approved by MOE**
- **Classroom Capacity 50% (10 students for KG and 15 students for grades 1-12)**

<b>KG</b>	
<b>Period</b>	<b>Time</b>
Period 1	8:00 - 8:40
Period 2	8:40 - 9:20
Break 1	9:20 – 9:40
Period 3	9:40 – 10:20
Period 4	10:20 – 11:00
Break 2	11:00- 11:20
Period 5	11:20 – 12:00
Period 6	12:00- 12: 40

<b>G1-4</b>	
<b>Period</b>	<b>Time</b>
Period 1	8:00 - 8:40
Break 1	8:40 – 9:00
Period 2	9:00 - 9:40
Period 3	9:40 – 10:20
Period 4	10:20 – 11:00
Break 2	11:00 – 11:20
Period 5	11:20 – 12:00
Period 6	12:00 – 12:40
Period 7	12:40- 1:20
Period 8	1:20 – 1:50

<b>G 5-8</b>	
<b>Period</b>	<b>Time</b>
Period 1	8:00 - 8:40
Period 2	8:40 - 9:20
Break 1	9:20 – 9:40
Period 3	9:40 – 10:20
Period 4	10:20 – 11:00
Period 5	11:00 – 11:40
Break 2	11:40 – 12:00
Period 6	12:00 – 12:40
Period 7	12:40 – 1:20
Period 8	1:20 – 2:00

<b>G 9-12</b>	
<b>Period</b>	<b>Time</b>
Period 1	8:00 - 8:40
Period 2	8:40 - 9:20
Period 3	9:20 - 10:00
Break 1	10:00 – 10:20
Period 4	10:20 – 11:00
Period 5	11:00- 11:40
Period 6	11:40 – 12:20
Break 2	12:20 – 12:45
Period 7	12:45 – 1:35
Period 8	1:35 – 2:10

### **Assessment**

There are four different categories of assessment:

A-Formative / Ongoing Assessment (homework, class work, exit tickets, class projects, etc.)

B-Formative Quizzes

C-Summative Assessment (quizzes, tests, exams, etc.)

D-External Assessment (MAP, CAT4, PISA, etc.)

Categories A and B can be administered during both face-to-face and distance learning as per the teachers' discretion; however, all assessments in categories C, and D must be administered in campus when the students are physically present in the school. This will ensure the reliability of the assessment data.

With the blended learning framework plan / alternating days approach, every assessment in categories B and C should be prepared in two completely different versions so that students will undergo equitable assessment experiences. Also, when group 1, for example, is taking an assessment at school, group 2 should be engaged in a well-designed, meaningful learning experience, and vice versa.

**Those students who have the school approval to be engaged in distance learning only will still have to report to school and take all**

**their assessments in categories C and D with the direct supervision of their teachers / supervisor.** There will be special arrangements / flexible timing for such cases if being among others is considered a risk factor and poses a threat to their health.



## Rules for Distance Learners (DL) Taking the Assessments on Campus:

1. DL should have a hard copy of a valid PCR result (dated 3 days back max.)
2. DL should enter the school through the reception.
3. DL will be directed to the exam venue by duty teachers (gym: exam venue 1, classroom at the reception: exam venue 2, classroom in front of nurse's office in Elementary Section: exam venue 3). List of Names and venues will be provided by the section coordinators.
4. DL should bring a device that is fully charged to last for the duration of the test/exam.
5. DL will be allowed to leave after the test/exam is over. Parents will pick them up from the reception if their test/exam is scheduled during periods 1 and 2, and from the dismissal gate (gate 6 for boys and gate 9 for girls) between 1:15 pm and 1:30 pm if the test is scheduled during periods 6 and 7.
6. DL may stay at school for the rest of the day if their assessment is scheduled during periods 1 and 2. In this case, parents should inform the concerned section coordinator that they wish to keep their children at school till dismissal time. These DL will leave normally with the rest of the students at the end of the day.

## Exams Guidelines (AY 21-22)

### **1. Head of Departments' Responsibilities:**

- a. Upload the exams on Teams at least 15 minutes before the exams' starting time. Label the exam as following:

Grade Level\_Subject\_End of Term1 Exam\_2021

or

Grade Level\_Subject\_End of Term1 Test\_2021

- b. Assign the exams to all the concerned students.
- c. Visit the exam sessions to answer grade 5 and 6 students' questions and check if grade 7-12 students are facing problems solving the exams.

### **2. Proctors' Responsibilities:**

- a. Schedule the meetings on time and make sure all students can access the exams.
- b. Don't engage in any work, other than observing students.
- c. Make sure that the students submit their exams before leaving the sessions.
- d. Give 15-30 minutes extra time to students who didn't finish or encountered technical problems.
- e. Report the names of the students who:
- Join the meeting late
  - Leave the meeting without submission
  - Don't turn on their cameras
  - Don't belong to the group
  - Didn't receive their exam/ not assigned to them
  - Are not following the instructions

### **3. Students' Responsibilities:**

- a. Shouldn't have any books, paper, pencil cases, texts, folders, or equipment of any kind other than a pencil or pen. No paper or books or backpacks should be at the feet of the students. Backpacks and cases may be brought into the classroom only if they are lined up at the front of the class beside the teacher.
- b. Should fully charge their devices before coming to school on exam days.
- c. If the exam/test is scheduled during periods 6 and 7, students are not supposed to use their laptops during the day. Laptops will be used only during the exam/test periods.
- d. Desks should be arranged for examinations to prevent students from copying answers from other students.
- e. Should not leave the exam platform for any reason.

### **4. Coordinators' Responsibilities:**

- a. Make sure that all the groups have the correct names and the exact number of students in each section.
- b. Provide technical support to proctors and students during the exams.

### **5. Teachers' Responsibilities:**

- a. Don't let the students use their laptops during the day if they have a test scheduled during periods 6 and 7.
- b. Correct the exams within 48 hours of the exam date.

- c. Enter **accurately** the exam marks on the school portal within 48 hours of the exam date.

## **6. Consequences for breaking the above mentioned rules:**

### **6.1 Failure to turn cameras on:**

**First Occurrence:** A warning will be issued by the school and the student will sit for a make-up exam. The date of the make-up exam will be communicated to the student and parents by the section coordinator.

**Second Occurrence:** the student will receive a zero on the exam and no make-up exam will be assigned.

### **6.2 Leaving the exam platform:**

**In case of occurrence:** the student will receive a zero on the exam and no make-up exam will be assigned.

**2.3 Cheating:** *At the beginning of each exam, proctors have to explain the following consequences to students.*

**First Attempt:** A warning will be issued by the proctor

**Second Attempt:** a 20% penalty will be imposed, and administration will be informed.

**Third Attempt:** If it continues even after steps one and two, the student will be immediately reported to the administrator. The student will receive a zero on the exam. (Step three will be applied if the hybrid student or DL has a cheat sheet).



Sharjah American  
International School

# Child Protection Policy

Sharjah American International School

**August 2021  
(Annually reviewed)**

## SAIS CHILD PROTECTION POLICY

### **PURPOSE**

The safety and welfare of students are a priority for all schools, and SAIS recognizes its moral obligation to create a safe environment for students within its care and to protect them from both intentional and unintentional harm. This policy sets the framework for all SAIS personnel in regards to child protection. It provides guidelines to ensure that students within the School system receive the best possible care and sets the framework to manage any cases of abuse or neglect. Thus this policy aims to:

- Ensure that the wellbeing of students is paramount and is reflected in all aspects of the School including the physical environment, policies and procedures, activities, and curricula.
- Raise awareness among the School community with regards to child safety and foster a climate of trust that encourages staff and students to report any suspected cases of abuse or neglect.
- Set the procedures for reporting, handling, and monitoring any suspected cases of abuse or neglect in an efficient and confidential manner.
- Provide training and support for staff on child safety in general, online safety, and protection.

### **DEFINITIONS**

A **Child** under this policy is a person who has not attained 18 years old.

**Child protection**, for the purpose of this policy, is defined as all measures, steps and actions that must be taken to protect students from risks that may cause harm or injury while they are in the school's care, travelling to and from the school using school transport, and moving between, waiting for, taking part in, all activities organized by the school inside or outside the school campus, and accessing the internet inside or outside the school campus.

A **school day** is the time period spent by a student under school supervision. It includes the time spent by the student inside the school and includes the time spent by the student in school buses from and to the school and in extra-curricular school activities and online activities.

**Abuse** refers to physical abuse, corporal punishment, emotional abuse, sexual abuse and also includes bullying, exploitation, and neglect.

- **Physical abuse** is the deliberate physical injury to a student, or the intentional neglectful failure to prevent physical injury or suffering. This involves actions including, but not limited to, hitting, shaking, throwing, poisoning, burning or scalding, drowning,

suffocating, confinement, or giving the student drugs not prescribed by a physician to control behavior or to cause harm. Refer to APPENDIX 1 for common signs that indicate physical abuse.

- **Corporal punishment**, a physical punishment inflicted on a child by a teacher or any adult in authority, such as the guardian, as a form of discipline, and is considered as Physical abuse.

- **Emotional Abuse** is the persistent emotional ill-treatment of a student such as to cause severe and persistent adverse effects on the student's emotional growth and development. It involves actions such as, but not limited to, conveying to students that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It involves causing students to feel bullied, frightened or in danger, or the exploitation or corruption of students. Some level of emotional abuse is involved in all types of ill-treatment of a student, though it may occur in isolation. Refer to APPENDIX 2 for common signs that indicate emotional abuse.

- **Sexual Abuse and Exploitation** involves but not limited to forcing or enticing a student to take part in sexual activities. The activities involve, actions including, but not limited to, physical contact, including penetrative or non-penetrative acts. They include non-contact activities such as involving students looking at or in the production of, pornographic material or, watching sexual activities, sexual hinting or encouraging students to behave in sexually inappropriate ways. Refer to APPENDIX 3 for common signs that indicate sexual abuse.

- **Bullying** is unwanted aggressive behavior(s) from a student or more to another student and involves an observed or perceived power imbalance and is repeated (or is highly likely to be) multiple times. Bullying, as a form of violence, includes physical (hitting, tripping), verbal (name calling, teasing), relational/social (spreading rumors, leaving out of group), and cyber-bullying aggression (occurs through e-mail, a chat room, instant messaging, a website, text messaging, or pictures or videos sent through cell phones or posted on websites). A student can be a perpetrator, a victim, or both.

- **Neglect** is the persistent failure to meet a student's basic physical, emotional and/or psychological needs, likely to result in serious impairment of the child's health or development. It involves failing of a parent or a guardian to take actions that are considered necessary to care for children including, but not limited to:

- Provide adequate food, clothing and shelter
- Protect the child from physical harm or danger
- Provide adequate care (including the use of adequate caregivers)
- Provide healthcare and appropriate medical treatment
- Provide education and regular school attendance
- Maintain personal hygiene
- Ensure adequate stimulation.

Refer to APPENDIX 4 for common signs of neglect.



Sharjah American  
International School

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## **POLICY GUIDELINES**

The following guidelines have been adopted from the Abu Dhabi Child Protection Policy:

- The school and the school principal are guardians of the right of students of not being exposed to abuse and neglect. The school principal agrees to act as the guardian of all students while they are under school's care and has to take responsibilities that fall under this role.
- All students have equal rights for protection, safety, and security. The school is fully responsible for the care and protection of students, while students are in the school's care, travelling to and from the school using school transport, and moving between, waiting for, and taking part in all activities organized by the school inside and outside the school.
- All employees and school staff – including any person who, in the performance of his/her duties, has regular or temporary contact with students and who provides services to students or school – are authorized and mandated to report all cases of suspected abuse and/or neglect (conducted by any perpetrator inside or outside of the school) directly to the School principal within 24 hours upon suspicion.
- No school principal or school staff shall impede or inhibit reporting or a suspected case of child abuse and/or neglect by a third party, nor shall they take any actions against the reporter nor threaten of doing so.
- School staff must raise the awareness of students of the importance to report any suspected case of student abuse and/or neglect inside or outside the school that becomes known to them, as stated in this policy.

The designated person should oversee child abuse/neglect cases and must possess the necessary skills and knowledge to handle such cases. He/ she must:

- Work with all involved parties (students, parents, teachers, principal, any other internal or external party relevant to the case).
- Seek the support of external parties when needed.
- Keep the Principal fully abreast of all case developments.
- Handle the issue in the most efficient and discreet manner.
- Ensure that accurate records are maintained on each case and filed in a secure place.

His/her other duties also include:

- Develop child protection awareness campaigns for students and staff.
- Ensure that the safeguarding procedures are followed in the school and make recommendations for improvement when needed.

### **Roles and Responsibilities:**

The Principal must:

- Publish this policy and its provisions to all stakeholders.
- Ensure that all staff members are aware of the requirements of this policy.
- Ensure that teachers and staff are trained to detect any signs of abuse or neglect by providing in-service training sessions regarding this policy and its implementation methods.
- Provide multiple opportunities for staff members to attend conferences and seminars about safeguarding children.
- Encourage staff members to report any suspicion of child abuse based on the indicators attached to this document.
- Take preventive measures to ensure that all students are supervised during the school day.
- Provide a safe and nurturing environment for the students to feel they can report any cases of abuse.
- Report any alleged cases to the legal authorities.
- Review this policy and the procedures embedded on a yearly basis and make modifications when necessary.

Staff members must:

- Abide by the requirements of this policy.
- Provide access for pupils to talk about any concerns they might have.
- Be alert to any indicators of child abuse.
- Take proper documentation of any alleged abuse case reported by students.
- Refrain from inappropriate physical or verbal contact with pupils.
- Report any suspected case of child abuse to the designated person by filling out the “Child Protection Referral Form” attached to this document.

### **General Indicators of Child Abuse**

All staff members should be alert to possible signs or indicators of child abuse. These indicators can be manifested in the child’s behavior as well the parents’ behavior. Below are the main indicators:

The child might:

- Show excessive signs of harm on body regardless of justifications.
- Demonstrate high levels of anxiety and agitation. (They may startle at the smallest things, such as a car door slamming or a glass cup accidentally falling to the floor, etc.).
- Exhibit negative thoughts about the future, as though expecting something bad to occur.
- Show increased alertness to the environment.
- Be overly compliant.
- Come to school early, stay late, and fear going home.
- Be numb to emotions.

- Constantly cry for long periods of time.
- Withdrawn from those around them.

The caregiver might:

- Avoid meeting teachers and staff members to discuss their child's performance.
- Constantly blame the child.
- Request that the school uses excessive force to "discipline" the child.
- See the child entirely bad, worthless, or burdensome.
- Demand perfection or a level of physical or academic performance the child cannot achieve.

None of these signs confirm that there is child abuse occurring at home, however when some of these signs appear continually, then the teacher should be alarmed and the designated person should be informed.

### **Dealing with a Disclosure**

- **Listen** to what is being said.
- Accept what is being said.
- Allow the child to talk freely.

DO NOT

- Explore the case or discuss it with colleagues.
- Ask leading questions.
- Make promises about confidentiality that you can't keep.
- Inform the parents or the caretaker.
- Don't overreact or act surprised or shaken.

DO

- Ask **ONLY** four questions: What happened? Who did this to you? Where were you when this happened? When did this happen?
- Control your own emotions by remaining calm.
- Show that you understand what is being confided in you and take seriously what the child is saying.
- Tell the child "I believe you." And, "It's not your fault." Assure the child that they did the right thing in telling.
- Provide a safe environment.
- Reassure the child that what has happened is not their fault and stress that it was right to talk.
- Go slowly –Do not rush him into speaking.
- Be supportive, not judgmental.
- Explain what has to be done next and who has to be told.

## **Documentation and Record Keeping**

Staff members should follow the below guidelines when dealing with disclosures:

- Record factually what you have observed “not assumed”.
- Record all details of the alleged incident (date, time, place, and persons involved).
- Record the student’s exact quotes.
- Make notes of all comments as soon as possible, after the conversation.
- Save all drawings and artwork.
- Record statements and observations, not interpretations or assumptions.
- Record on a body map the site of any injury.
- Keep records confidential- present them only to the designated person.

All staff members must comply with the provisions of this policy. This policy will be accessible to all school stakeholders. Persons who fail to comply with this policy will be subject to legal accountability and school penalties stipulated in accordance to UAE Federal Law No.3 of 2016 on Child Rights, Federal Law No. 3of 1987 on Penal Code, and any local or Federal relevant laws effective at the time of the incident.

### **School Contact Telephone Numbers:**

The following personnel can be contacted on 06-7665553.

- Mrs. Carole Sarkis Abboud (School Principal) ext 120
- Ms. Mona Serhal (Vice Principal and KG Coordinator) ext 117
- Ms. Annie Andreades (Elementary Coordinator) ext 112
- Ms. Knarik Papoyan (Middle/Middle / High School Girls Coordinator) ext 114
- Mr. Mohamad Chalak (Middle School Boys Coordinator) ext 108
- Mr Khaled Abdulkhaled High School Boys Coordinator ext 118
- Ms. Ghada Abdulla (School Counselor) ext 121
- Ms. Oraib Mohamad (School Counselor) ext 115

### **Appendix 1: Common Signs of Physical Abuse**

Possible signs of physical abuse may include:

- Burns of all sorts.
- Bruises, lumps, welts.
- Human bite marks.
- Repeated broken bones.
- Multiple burns with a clearly demarcated edge.
- Frequent minor injuries.
- Inexplicable bruises or injuries.
- Injuries which have not received medical attention or that are inconsistent with the explanations given.
- Frequent complaints about abdominal pain.
- Aggressive behavior or severe tantrums.
- Detachment, withdrawal, or overly compliant.
- Hanging around school before and after class.
- Lack of trust in adults.
- Anxiety or low self-esteem.
- Self-inflicted wounds.
- Frequent absences.
- Sudden changes in behavior, attitude, or academic performance.

### **Appendix 2: Common Signs of Emotional Abuse**

Possible signs of emotional abuse may include:

- Delayed or inappropriate emotional and social development.
- Uninterested attitude / low perseverance.
- Low self-confidence/poor self-image, withdrawal and detachment (difficulty forming relationships).
- Anxiety or depression.
- Headaches or stomachaches with no medical cause.
- Avoidance of certain situations, such as refusing to go to school or ride the bus.
- Desperately seeking affection.
- A decrease in school performance or loss of interest in school.
- Loss of previously acquired developmental skills.
- Inability to trust.
- Excessive fearfulness.
- Avoiding eye contact.
- Low empathy.
- Feelings of shame and guilt.
- Repeated crying for no obvious reason.
- Suffering from sleep, speech disorders and demonstrating compulsions, obsessions, phobias, hysterical outbursts.
- Inappropriate aggressive, destructive behaviors or cruelty to others.

### **Appendix 3: Common Signs of Sexual Abuse**

Possible signs of sexual abuse may include:

- Blood in the child's underwear.
- Trouble walking or sitting or complaints of genital pain.
- Refusal to change clothes in front of others or participate in physical activities.
- Bowel disorders, such as soiling oneself (encopresis).
- Genital or rectal symptoms, such as pain during a bowel movement or urination, or vaginal itch or discharge.
- Sexual behavior or knowledge that's inappropriate for the child's age.
- Indulging in alcoholism and drug abuse or engaging in high-risk sexual behaviors.
- Poor school performance and class participation.
- Having excessive fears.
- Withdrawal from normal and regular activities.
- Abuse of other children sexually.
- Hiding and avoiding a specific person for no reason.
- Running away from home.

### **Appendix 4: Common Signs of Neglect**

Possible signs of neglect may include:

- Poor growth or weight gain.
- Poor hygiene.
- Lack of clothing or supplies to meet physical needs.
- Taking food or money without permission.
- Eating a lot in one sitting or hiding food for later.
- Poor record of school attendance.
- Poor academic performance.
- Lack of appropriate attention for medical, dental or psychological problems or lack of necessary follow-up care.
- Emotional swings that are inappropriate or out of context to the situation.
- Indifference, disinterest, or withdrawal.
- Fear or over compliance.
- Lack of self-confidence.
- Leaving child at home alone for long periods, with little or no supervision.
- Exhibiting violent behavior.

**Appendix 5: Child Protection Referral Form**

<b>Name of child</b> _____	<b>Grade</b> _____
<b>Date</b> _____	<b>Submitted by</b> _____
<b>Nature of concern</b>	
<b>Signs that were depicted</b>	
<b>Notes of discussion including student's exact wording</b>	
<b>Action taken</b>	
<b>Siblings at school:</b> _____	
<b>Did you approach the student?</b> _____ <b>Did he approach you?</b> _____ <b>To your knowledge, is any other staff member aware of the issue?</b> _____ If yes, then specify the name _____ <b>To your knowledge, is any other student aware of the issue?</b> _____ If yes, then specify the name _____ <b>Did the caregiver show any signs?</b> _____	

## **Appendix 6 – School Safety**

### **School Safety:**

SAIS aims to create a safe collaborative school community that fosters the growth of responsible, confident, and productive individuals within a context that respects local traditions. It encourages students to excel academically in an environment that safeguards them from all threats and provides them with a supportive nurturing environment for them to grow and develop.

To do so, SAIS will:

- Encourage staff to take all the necessary steps to ensure that a clean, safe and hygienic environment is provided to the learners at all times.
- Not tolerate any form of violence committed by students or teachers.
- Closely monitor all school premises based on a set schedule for assigned staff.
- Lock school doors during the school day and control access to the school.
- Attend to all minor maintenance issues such as broken windows or doors as soon as they occur.
- Allow school visitors to park their cars in designated areas only.
- Forbid learners to leave the school premises during break.
- Post evacuation plans in all classrooms, library, hallways, offices, and labs.
- Conduct annual fire drills.

### **School Visitors:**

- If the school wishes to ask speakers or presenters to visit the school, the school will inform the Ministry of Education of the name of the visitors and present to them the visitor's identification card and all the needed documents. Only after the request has been approved will the speaker be allowed to visit the school and meet the students.
- Caregivers are allowed to enter school buildings only after informing the receptionist and contacting the staff member they wish to meet.
- After which, the receptionist will issue a Visitor Name Tag (pass) to authorize the visit. Only then will the parents be allowed to enter the school sections.
- A school record is kept that registers all school visitors.
- All visitors will be given a visitor's pass. He/she should sign his/her name in the school record of visitors.

### **Early Dismissal:**

- In any case where the school decides to dismiss students early, parents will be informed ahead of time so that they can make the necessary arrangements.
- If parents wish to collect their children early, they must proceed to the school and obtain permission from the section coordinator or the principal.
- A register of students who leave early is kept.
- Frequent requests for early dismissals are investigated and parents are advised against it.
- A point system is placed where students lose attendance points when they miss classes due to early dismissals that are not verified by medical reports.

### **Field Trip Procedure**

A Field Trip Policy is available to provide guidelines for staff members on the conditions under which they can take students out of school for day and overnight trips. Field trips are planned after ensuring the safety and wellbeing of all students participating in the field trip whenever possible. A complete site visit or other reasonable preparations will be done by the trip organizer before the trip is approved. Staff members will be assigned to accompany the students on the trip at a ratio of no less than one supervisor per each ten students. No guests or other participants are allowed to go on the field trip unless approval from the Principal is obtained.

The procedure followed includes the below steps:

1. **“The Field Trip Request Form”** shall be submitted to the section coordinator at least two weeks in advance for approval. A Field Trip will be considered only after a written approval has been submitted.
2. Once the request for the field trip has been approved, the teacher organizing the trip must obtain Ministry approval through the Registrar office personnel.
3. The **“Request for Field Trip Transportation”** form will be submitted to the Transportation officer to ensure that the required number of buses is available on the day of the trip.
4. All concerned staff members will be informed about the trip using the **‘Field Trip Staff Notification Form’**. Staff members who will escort the students on the day of the trip will receive an accurate list of participating students.
5. Parents will be notified about the trip details using the **‘Parent Approval Form’**. Parents must be provided with the date(s), destination, and mode of transportation of the field trip. The permission slip signed by a parent must be received for each student or else the student will not be allowed to participate in the field trip.

**Field Trip Request Form**

*(To be completed by Teacher and Submitted to Section Coordinator and Ms. Nadwa for processing)*

**Group or Class** \_\_\_\_\_

**Teacher** \_\_\_\_\_

**Place to be visited** \_\_\_\_\_

**Purpose of visit/specific learning activities**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Trip Date** \_\_\_\_\_ **School time required** \_\_\_\_\_

*\*Please note that the field trip request form should be submitted two weeks before the actual trip date.*

**Departure time** \_\_\_\_\_ **Return Time** \_\_\_\_\_

**Number of Students** \_\_\_\_\_

**Supervisor(s)** \_\_\_\_\_

**Cost to student** \_\_\_\_\_

**NOTE:**

Include a list of students going on field trip.

*I have read the School Policy and Administrative Procedure pertaining to student trips; this trip will be conducted in accordance with the established basic guidelines and any additional requirements developed at the individual school level.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Teacher**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Head of Department**

**APPROVAL:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Coordinator/Principal**

### Field Trip Transportation Request Form

*Must be distributed to Mr. Qaissi/Mr. Oliver 2 weeks before the actual day of the trip*

Teacher Name: \_\_\_\_\_

Class(es): \_\_\_\_\_

Additional Supervisors(number): \_\_\_\_\_

(names):1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Departure Date: \_\_\_\_\_

Departure time from school: \_\_\_\_\_

Return time at school: \_\_\_\_\_

Destination: \_\_\_\_\_

Details of

location: \_\_\_\_\_

Number of Students: \_\_\_\_\_

\_\_\_\_\_ For Office Use only \_\_\_\_\_

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Confirmed Bussing Available \_\_\_\_\_ Bussing NOT available \_\_\_\_\_

\_\_\_\_\_  
Muhammed Al Sayed – Transport Supervisor

Checklist

<i>Field trip request form (Coordinator)</i>	
<i>Ministry Approval (from Heba)</i>	
<i>Staff Notification (to concerned teachers)</i>	
<i>Parent Approval</i>	

<i>Transportation request form (to Muhammed Al Sayed)</i>	
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**Field Trip Staff Notification Form\***

\_\_\_\_\_ Date

Dear Colleague,

A field trip to \_\_\_\_\_ has been scheduled on \_\_\_\_\_  
(destination) (Time) (day) (date)

for grade(s) \_\_\_\_\_.

The trip will be made by school bus, leaving the school at \_\_\_\_\_ and returning at \_\_\_\_\_.

This group of students are accompanied by \_\_\_\_\_  
Teacher(s)

\_\_\_\_\_  
Signature of Teacher Date

*\*Must be distributed to teachers 2 weeks before the actual day of the trip*

**Field Trip Staff Notification Form\***

\_\_\_\_\_ Date

Dear Colleague,

A field trip to \_\_\_\_\_ has been scheduled on \_\_\_\_\_  
(destination) (Time) (day) (date)

for grade(s) \_\_\_\_\_.

The trip will be made by school bus, leaving the school at \_\_\_\_\_ and returning at \_\_\_\_\_.

This group of students are accompanied by \_\_\_\_\_  
Teacher(s)

\_\_\_\_\_  
Signature of Teacher Date

*\* Must be distributed to teachers 2 weeks before the actual day of the trip*

**PARENT APPROVAL FORM**

\_\_\_\_\_ Date

Dear Parents,

A field trip to \_\_\_\_\_ has been scheduled for \_\_\_\_\_  
destination) (Time) (day) (date)

. The trip will be made by school bus, leaving the school at \_\_\_\_\_ and returning at \_\_\_\_\_.

This group of students are accompanied by \_\_\_\_\_  
Teacher(s)

and will work with the students to accomplish the educational objective of this trip .

If you wish your son/daughter to participate in this field trip, it is required that you complete and sign the bottom part of the form and return it to the teacher the following school day.

This form **MUST** be signed and returned. Parent approval may **NOT** be obtained by telephone.

Students going on the trip are required to wear school uniform.

\_\_\_\_\_ This is to certify that \_\_\_\_\_ has my permission to go on the field  
(name of son/daughter)

trip listed with this group.

In case of emergency, I may be reached at \_\_\_\_\_  
(telephone-home) (telephone-work)

\_\_\_\_\_ Signature of Parent or Guardian

\_\_\_\_\_ Date

**To the Teacher:** This form must be returned to the Section Secretary for filing.

### **Appendix 7: Intimate Care**

In some cases, children might have injuries or incidents that require intimate care. When dealing with such cases, the staff member involved should respect the privacy of the child, assure that the child is comfortable, and inform the child that the incident will remain confidential.

Steps to be taken in such cases involve the following:

The practitioner dealing with the incident should inform another adult, preferably the nurse and follow the below guidelines.

1. Leave doors slightly open but closed enough to give as much privacy as possible.
2. Try to arrange for other children to use an alternative room if possible.
3. Wear disposable gloves.
4. Ask the child to remove the soiled garments.
5. Use sealed wipes, or a disposable flannel, with antibacterial soap to wash the child, avoiding any intimate contact.
6. Use a towel to dry the child.
7. Rinse off the soiled clothes, then place them in a plastic bag ready to give to parent at pick-up time.

If similar situations happen frequently with the same child, it would be appropriate to discuss toilet training techniques with the parents so that routines are the same at school and at home.

### **Appendix 8 - Lost Child Procedure**

All staff should be vigilant in guarding the students at all times. This implies several daily routines that need to be followed. Some of these routines include keeping accurate attendance registers and checking the number of students after every break.

In the event of a missing child, the loss should be immediately reported to the section coordinator, who will then report it to the principal. The steps to be taken in this case include the following:

1. The coordinator will assign several staff members to check thoroughly the classrooms, large group environments (library, playgrounds, canteen, and gym), bathrooms, clinic, gym, and Art room.
2. Inform other members of staff of the situation at hand by providing them with details about the child (name, class, and description of child).
3. Ask other children about when they saw the missing child last.
4. Check with the child's siblings in other sections.
5. Send a staff member to check the cameras and see where the child was present last.
6. Place staff members at every exit door.
7. An announcement of the child's name and class will be made via the PA system.
8. If after a period of 7-10 minutes the child isn't found, then the principal will lock all exits of the school.
9. If the child has not been found within 15 minutes, parents should be contacted.
10. Locate parent and stay with them until the problem is resolved. Be reassuring and calm.
11. A decision will be made, by the principal, whether or not to call the police.

### **Appendix 9: Late Collection from School Procedure**

Students remain the responsibility of the school until they are collected by their caregivers.

1. All Elementary students are to be collected by their caregivers from their classes. Students remain there till 3:15. After which, all students, from different sections, are escorted to the reception area.
2. Every day, a designated coordinator remains after school to ensure that students of all sections are collected by their caregivers from the front desk.
3. The coordinator on duty will try to contact the parent/caregiver by telephone to find out why they are late. If unsuccessful, the emergency contact will be telephoned and asked to collect. They remain under the supervision of the coordinator until the parents collect them.
4. Under no circumstances will a child be allowed to go with another student without consent from the child's own parent or from the Principal.
5. Incidents of late collection will be recorded. A record of late collection of children will be made and retained by the school so that repeated incidents of this sort are investigated.

### **Appendix 10 - Bus Travel**

The aim of this policy is to ensure that students travel safely to and from the school.

Routing of the bus is done by the Transportation officer. School bus drivers do not have authority to change bus routes or student stops. Bus stops are generally located at corners or intersections. Cameras have been placed on the buses to monitor happenings on the bus. An assigned assistant rides the bus on a daily basis to ensure that no conflict among students arises. The assistant takes daily record of students riding the bus.

Staff members riding the bus are encouraged to report to the buses' supervisor and the section coordinators any misconduct that reoccurs on the bus.

In an event, where a student is constantly moving on the bus and causing conflict, the school will prohibit the student to use the school's transportation services. Students are to abide by bus rules and remain seated at all times.

Students are informed of the bus rules and regulations at the beginning of the year. These rules are also published in the SAIS Student and Teacher Handbook.

#### **Bus Rules for all students:**

1. Students are required to fasten their seat belts when traveling in the school bus
2. Students entering the bus should go immediately to a seat without crowding, shoving or disturbing others.
3. Young students are placed in the front next to the bus helper.
4. No shouting or talking loudly is allowed.
5. Students are not allowed to move out of their seats while the bus is moving.
6. Students are not allowed to litter the bus or damage the bus by writing /drawing on the seats.
7. Games, mobile phones or any other forms of electronic devices are not to be used on the bus.

8. Drivers may assign seats in the front of the bus to students with disabilities or to students who have a temporary physical impairment.
9. No eating or drinking is allowed on the bus.
10. All windows are to be closed on the bus.
11. Respecting the driver and supervisor is expected by all students.

### **Appendix 11: Online Safety**

1. Students should understand, sign, and strictly abide by the school e-Safety policies to protect them against:
  - a. Sharing of personal data
  - b. Access to illegal / inappropriate materials
  - c. Inappropriate on-line contact with adults / strangers
  - d. Potential or actual incidents of grooming
  - e. Cyber-bullying
2. Students clearly understand that violation of the e-policies will result in facing consequences as stated in the sanction part of every e-Safety policy.
3. Students are required to sign all e-Safety policies and related Acceptable Use Policies.
4. Students will be given permission to access the Internet for teacher-sponsored activities only. Internet sites providing valuable educational content will be chosen by the teacher.
5. Students are required to sign a computer network agreement and adhere to the network etiquette stated in the network agreement.
6. Students will constantly be reminded that while using the internet, they must exhibit high levels of responsibility in their choice of material downloaded. Inappropriate content is filtered as stated in the Filtering Policy.
7. An Online Safety Officer is appointed to be responsible for supporting the development and effective implementation of the e-safety strategy and Online Education Program, providing online safeguarding advice, support and training for all stakeholders.
  8. An Online Safety Group is formed at school to support the Online Safety Officer in implementing the e-Safety strategy.
9. The school holds assemblies and awareness campaigns for students in regards to safe cyber usage that are organized by the Online Safety Group.
10. The school expects students to report incidents of cyber bullying or harassment as per the reporting channels that are included in the Reporting Policy.
11. Appropriate actions are taken as clearly explained in the sanction part of the Reporting Policy and the General Online Safety Policy.

### **Appendix 12: Bullying**

SAIS provides a safe and protective environment where students are encouraged to learn and meet their academic goals. As such, SAIS will not accept any form of bullying or the like.

Positive behavior including respecting others, setting an example, and discouraging bullying is expected of all administrators, faculty, staff, students, parents, and volunteers.

SAIS recognizes that bullying can be physical, verbal, or emotional. Any bullying behavior that is communicated through written means, verbal assaults, and/or physical behaviors that demean a person's race, religion, color, gender, or national origin will not be tolerated.

1. Students will understand that they all have the right to a safe and healthy school environment where they will be treated with mutual respect, tolerance, and acceptance.
2. No intimidation or harassment of students will be accepted.
3. The school expects students to report incidents of bullying to teachers or coordinators. In incidents when staff members are present at the time of the incident, they shall take immediate steps to intervene.
4. Each complaint of bullying will be promptly investigated in a confidential manner.
5. Depending on the severity of the incident, the coordinator will inform the principal of the ongoing issue.
6. The school will provide staff development training in bullying prevention and enforce the values of acceptance and tolerance in all students and staff through the Values program implemented.
7. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion. This is done in accordance with the rules of the Ministry of Education.
8. All staff, students, and parents will receive a summary of this policy prohibiting intimidation and bullying at the beginning of the school year, as part of SAIS Student & Parents Handbook. This policy will also be published on the school website.



مدرسة الشارقة الأمريكية الدولية  
Sharjah American International School

## *Sharjah American International School-UAQ*

### *Plagiarism Guidelines*

#### *What is Plagiarism?*

plagiarism is the use of another’s original words or ideas as though they were your own. Any time you borrow from an original source and do not give proper credit, you have committed plagiarism and violated the copyright laws.

#### *What are copyright laws?*

Copyright laws exist to protect our *intellectual property*. They make it illegal to reproduce someone else’s expression of ideas or information without permission. This can include music, images, written words, video, and a variety of other media.

1. Many people think plagiarism is passing off someone else’s words, but it also means passing off someone else’s ideas. In other words, even if you **paraphrase** a text, the idea still needs to be cited.
  
2. The phrase “without crediting the source” means that it’s okay to use the words and ideas of others, but you have to cite the source to avoid committing plagiarism.

#### *All the following are considered plagiarism:*

- Turning in someone else’s work as your own.
- Copying words or ideas from someone else without giving credit.
- Failing to put a quotation in quotation marks.
- Giving incorrect information about the source of a quotation.
- Changing words but copying the sentence structure of a source without giving credit.

- copying so many words or ideas from a source that it makes up most of your work, whether you give credit or not.

***Attention!*** Changing the words of an original source is not sufficient to prevent plagiarism.

### **How to avoid plagiarism?**

To avoid plagiarism, simply follow the steps:

1. Quote, paraphrase or summarize the words or ideas from someone else.
2. Give credit to the original source by including a ***citation*** in the text and the reference list.
3. Use a plagiarism checker before you submit.

### **What information needs to be cited?**

Not all the information you use needs to be cited. Some information is considered **common knowledge**. Common knowledge is information that most people know.

### **What is Citation?**

A “*citation*” is the way you tell your readers that certain material in your work came from another source. It also gives your readers the information necessary to find that source again, including:

- Information about the author.
- The title of the work.
- The name and location of the company that published your copy of the source.
- The date your copy was published.
- The page numbers of the material you are borrowing.

### *How to cite sources?*

To cite your sources, you can use several [citation styles](#), such as [APA Style](#). You should cite sources both **in the running text** with an [in-text citation](#) and **in the reference list**.

The in-text citation often only names the author(s) and the year of publication. The reference list contains all the information about a source, including the title of the work and the website URL.

### *Citation example (APA Style)*

In-text citation: *First name, Last name, Title of Book: Subtitle of Book* (Location: Publisher, Year)

e.g: Recent research shows many of these Southern cities are dealing with crises which are compounded by rapid population growth ([Watson, 2009](#)).

Every source type, such as a website, book or journal article, has different citation guidelines. For instance, you only include a URL when you cite a website.

### *How to detect plagiarism?*

This can be done using the plagiarism checkers, below is a list of checkers:

[Turnitin](#), [Dupli Checker](#), [Copyleaks](#), [PaperRater](#), [Plagiarisma](#), [Plagiarism Checker](#),

### *What are the consequences of plagiarism?*

**1st Occurrence:** The student receives a zero on his work. A warning letter will be issued by the school to the concerned student. This letter must be signed by both the student and the parent. The student signs an undertaking to abide by the policy or else his/her account will be suspended. 12 behavior marks are deducted.

**2nd Occurrence:** The student's account will be suspended. Parents and students are informed.

The student signs an undertaking to abide by the policy or else he will be suspended or expelled.  
12 marks will be deducted  
In the event of a fourth-degree violation (failure in the behavior subject)

**3rd Occurrence:** The student will be expelled. The student will fail the behavior/conduct subject, and won't be accepted to register for the next academic year. Legal authorities will be notified.

Apart from the immediate consequences, being caught plagiarizing is likely to result in a black mark on your academic or professional record, creating problems for your future career. To avoid plagiarism, it is essential to properly cite your sources in every piece of writing you submit.

**Checklist: Plagiarism prevention**

- When using someone else's exact words, I have properly formatted them as a [quote](#).
- When using someone else's ideas, I have properly [paraphrased](#), expressing the idea completely in my own words.
- I have included an [in-text citation](#) every time I use words, ideas, or information from a source.
- Every source I cited is included in the [reference list](#).
- I have consistently followed the rules of my required [citation style](#).
- I have not committed [self-plagiarism](#) by using (parts of) a previous paper.
- I have used a [reliable plagiarism checker](#) as a final check.

I understand that it is my responsibility to strictly follow the SAIS Plagiarism Guidelines. I understand that failure to comply with the guidelines will lead to the consequences that are clearly listed above.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Date:

## **References**

- 1) [\*\*https://www.plagiarism.org/article/what-is-plagiarism\*\*](https://www.plagiarism.org/article/what-is-plagiarism)
- 2) [\*\*https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism\*\*](https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism)
- 3) [\*\*https://www.scribbr.com/category/plagiarism/\*\*](https://www.scribbr.com/category/plagiarism/)



# Lateness to School - Policy

Lateness Count	Behavioral Points Lost
1 <sup>st</sup> Late	Verbal Warning
2 <sup>nd</sup> Late	Call Parents 2
3 <sup>rd</sup> Late	<b>Send Paper Home</b> <b>4</b>
4 <sup>th</sup> Late	4
5 <sup>th</sup> Late	4

Lateness Count	Behavioral Points Lost
6 <sup>th</sup> Late	4
7 <sup>th</sup> Late	4
8 <sup>th</sup> Late	4 <b>Meeting with Parents</b>
9 <sup>th</sup> Late	4 <b>Contract Signed with Student</b>

